Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2017-18

Committee Name: Distance Education

Committee Roles and Responsibilities: Overall policy guidance and administration of Distance Education program

ACCJC Standard(s) Addressed:
_X__ Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
_X__ Standard II: Student Learning Programs and Support Services
_X__ Standard III: Resources (Human, Physical, Technology, Financial)
___ Standard IV: Leadership and Governance

Committee Members: Isabel Anderson (LA); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Winifred Hunton-Chan (LA); Glenn Keyser (LA); Oanh Lam (MS); Sandy Lamba (Dean of SBS) Ashlie Lawson (COUN); Laura Maghoney (AT&B); Sarah Nordin (AT& B); Scott Ota (IT); Svetlana Podkolzina (MS); Rachel Purdie (SBS); Sandra Rotenberg (Lib); Kerri Ryer (SBS); Robin Sytsma (HS); and Carol Zadnik (DE Tech)

Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Faculty training and support for Canvas and instructional technology resources	Faculty training courses, FLEX classes, distribution of helpful information on current technology and potential resources
2	Preparation for OEI	Submit Letter of Intent December 2017; Submit Self-Assessment 2018; Implement OEI Rubric as metric for shell approval
3	Course Shell Reviews	Comply with Title V and Accreditation standards as well as offer courses in line with OEI Rubric standards
4	Student Success Initiatives	Improve/offer student orientation workshops in person, hands-on, and throughout the semester. Increase access to student assistance.
5	Faculty participation in DE conferences	Connecting our faculty to statewide networks through regular participation in conferences
6	DECT Captioning program	Grant program provides captioning for online classes
7	Increase campus wide usage of Canvas for face-to-face courses with eCompanion shells	School competition to increase usage with Syllabus and Grades in Canvas for all face-to-face courses

Mid-Year Committee Evaluation Report for Academic Year __Dec. 2017____

Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Faculty training and support for Canvas and instructional technology resources	IP	Implemented three new courses. Offered two (2) FLEX in Fall 2017. Offering one (1) FLEX on 1/11/18 with additional FLEX TBD throughout the Spring 2017 semester.
2	Preparation for OEI	IP	Adoption of OEI Rubric for shell review and mentoring process. Self Assessment to be drafted and submitted Spring 2018.
3	Course Shell Reviews	IP	Adopted and implemented OEI Rubric and new process including mentorship with reviewers and Accessibility review.
4	Student Success Initiatives	IP	New hands on workshop to be offered in Spring 2018 semester.
5	Faculty participation in DE conferences	IP	Discussing which conferences would be beneficial and disseminating information on available conferences
6	DECT Captioning program	IP	Through shell review identify videos in need of captioning.
7	Increase campus wide usage of Canvas for face-to-face courses with eCompanion shells	IP	Contest during Spring 2018 to increase usage of Canvas for face-to-face courses specifically for Syllabus and Grades. Increase FLEX activities on using Canvas for face-to-face courses.

Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2017-18

<u>Year End</u> Committee Evaluation Report for Academic Year _2017-2018__

Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2016 semester <u>that were not accomplished</u>, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

See details in the chart above

Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

- How effective was the committee in completing its initiatives?

- How might the committee improve its effectiveness in regard to completing initiatives?

- How effective was the committee in impacting student success?

- How might the committee improve its effectiveness in regard to impacting student success?

- What resources are needed to assist the committee in meeting its initiatives?

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

- What topics should be addressed by the committee next year?

- Are there additional roles or responsibilities this committee should be addressing?

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?