Academic Senate & Subcommittee

Committee Goals for Academic Year 2015 - 2016

Committee Name: Distance Education Committee

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
___ Standard III: Resources (Human, Physical, Technology, Financial)
___ Standard IV: Leadership and Governance

Committee Members:

Dale Crandall-Bear (DE Coordinator/Chair); Elizabeth Freed (HS); Mary Gumlia (COUN); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Scott Ota (IT); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); Jeff Young (substitute Counselor); Carol Zadnik (DE Tech); Isabel Anderson (LA); Laura Maghoney (AT&B); and Sarah Nordin (AT&B)

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 & support for Canvas	Ongoing training of faculty to teach in Canvas
2	Canvas Shells for all classes	Automated system (in Banner) for creating Canvas shells for all classes
3	Preparation for OEI	Integrating OEI programs into Canvas; preparation for OEI Course Exchange (2017)
4	Develop a DE Budget	Develop a DE Budget plan for using the funds made available through OEI
5	Course Shell Reviews	Review & approval of new online course proposals
6	Student Success Initiatives	Student orientation workshops; mandatory orientation for online classes

7	DE Coordinator Transition	Hiring new DE Coordinator for period beginning Fall 2016
8	New Position: Instructional Designer	New release position, funded by DE budget
9	Faculty participation in DE Conferences	Connecting our faculty to statewide networks through regular participation in conferences
10	DECT Captioning program	Grant program provides captioning for online classes

Mid-Year Committee Evaluation Report for Academic Year _____

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
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Year End Committee Evaluation Report for Academic Year 2015 - 2016

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.

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	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1	Faculty Training & support for Canvas	ongoing	Need to develop more flex workshops covering various innovations and best practices for online teaching
2	Canvas Shells for all classes	C	completed
3	Preparation for OEI	ongoing	OEI is a major statewide program; participation is ongoing
4	Develop a DE Budget	C	Completed; awaiting full implementation
5	Course Shell Reviews	ongoing	Our most important method of insuring high-quality online courses in compliance with Title 5 & Accreditation standards
6	Student Success Initiatives	IP	Planning work for creating a mandatory orientation as a prerequisite for enrolling in online classes. This feature should be implemented by Spring 2017 semester.
7	DE Coordinator Transition	IP	Job announcement is now posted; hire scheduled for summer 2016
8	New Position: Instructional Designer	IP	New position essential to faculty support for innovative teaching; not yet posted; awaiting administration approval
9	Faculty participation in DE Conferences	ongoing	First group of faculty attending conferences in summer 2016
10	DECT Captioning program	ongoing	Groups of videos to be captioned are submitted each semester

Part 2 Unaccomplished Initiatives: Identify the initiatives this Committee has undertaken in the Fall 2015 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	New Position: Instructional Designer	Not yet approved by the Administration	Approve the position
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Part 3: Complete the self-assessment narrative:

Self-Assessment

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

  The DE Committee has performed its roles and responsibilities with effectiveness and professionalism. We completed all course shell reviews consistently, rigorously and on deadline. A variety of other initiatives were developed and implemented (see above).

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

  The College needs to develop a process of supporting faculty in their committee work so that they can spend more productive time on committee tasks, including doing committee work between meetings. As it is, faculty are overwhelmed by a myriad of

other tasks (PLOs, SLOs, Program Review, etc., etc.). Some committee members do committee tasks on their own time; others are not as productive. Thus, under the current system, the most conscientious committee members are the most overburdened with work. This is a path to burnout.

- How effective was the committee in completing its initiatives?

  The DE Committee developed a clear agenda at the beginning of the academic year and made significant progress in meeting its goals & objectives. (Details above.)

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

  Improve coordination with the Administration and other committees, such as the Flex Committee, to more effectively plan for faculty training and professional development.

- How effective was the committee in impacting student success?

  We developed a "First Three Days" program to start each semester with the maximum amount of student participation. Inactive students were dropped after three days so that waitlist students could gain access to online courses.

  We worked throughout the year on a mandatory student orientation program that will be activated in 2017. This program will help to insure that our students are prepared for online learning and receive the support that they need to succeed in online classes.

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

  Implement the Mandatory Student Orientation Program. Collect data on student success rates and adjust online teaching practice accordingly.

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

  The College must honor the intent of the Online Education Initiative (OEI) and use the funds made available through this program to enhance the Distance Education program and improve student success in our online classes.

  The Distance Education Budget (created from funds made available through the OEI program) should be fully implemented.

  Specifically, we must proceed with the creation of an Instructional Designer position (or an equivalent position) to assist faculty in developing more effective teaching strategies for online classes.

Recommendations

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

  It would be beneficial if the DE Coordinator and the DE Committee chair were two different people. This would create a more balanced and diverse DE leadership team.

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

  - Full implementation of DE Budget
  - Implementation of Mandatory Student Online Orientation
  - More robust student support for online classes (i.e., online tutoring, live, real-time communication, online counseling).
  - Preparation for OEI Course Exchange.

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

  The committee could become a focal point for the promotion of teaching innovations in both online and face-to-face classes. We would need an Instructional Designer to take on these tasks.

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

  Support for faculty in developing innovating teaching – Flex Committee, in conjunction with Academic Senate.