2019-2020 Annual Update

Cañada College

CAN Program Review (Instructional) - Distance Education (Even Year)

Annual Updates

2019-2020

1. Changes & Updates: **The Online Education Coordinator position was vacated suddenly at the end of the Spring 2019 semester. Academic Senate appointed an Interim Online Education Coordinator to serve through the 2019-2020 academic year. A permanent Coordinator will be appointed for the 2020-2022 term.

**We had 6 faculty get certified to teach online and hybrid courses in the Spring of 2019 and 4 more get certified in the Summer of 2019 through our in-house offering of the Quality Online Teaching & Learning (QOTL) Work Group. We have certified a total of 26 faculty to teach online and hybrid courses since our initial offering in the Summer of 2017.

**Started sending a monthly Instructional Technology Newsletter to support faculty, especially online/hybrid faculty teaching on Canvas. More information: https://www.canadacollege.edu/canvas/newsletters.php

**Created an Instructional Accessibility webpage to clarify accessibility standards and offer faculty resources for creating accessible courses and course content. The site is still being developed, and more will be added, but it has been launched and shared with faculty. More information: https://www.canadacollege.edu/canvas/instructionalaccessibility.php

2. Progress Reports: **Drafted the Online/Hybrid Course Assignment Process. In order to ensure that Cañada students receive the highest quality online and hybrid instruction, the online/hybrid course assignment process was proposed and approved for vetting in the Summer of 2019. This process is currently in draft form and will be taken to the appropriate governance bodies, including Academic Senate, IPC and PBC, at the start of the Fall 2019 semester. More information: https://canadacollege.edu/deac/onlinecourseassignmentprocess.php

**Updated and re-instated the Technology Committee with clarified connections to instruction. Committee guidelines and reporting structure will be reviewed and revised in the Fall of 2019.

3. Rationale for New Objectives: **With the award of the CTE Online Pathways Grant, we have been able to offer faculty a group of faculty coaches to support faculty peers through online/hybrid teaching certification, to complete online/hybrid course reviews, and to add faculty input to the distance education program.

**The need for an online proctoring tool, is being driven by the following external pressures:
1) There are some transfer institutions, especially CSU's, who will not accept online courses where exams have not been proctored.
2) Defining a course as being "on line" then requiring a student to physically come to campus for an in person exam becomes a limiting factor for any student who is outside of the immediate area.
3) While proctoring services are available in some areas for some on line students, the cost can be a barrier. With a service like Proctorio, the institution takes on the cost.
While online proctoring is not a perfect solution and comes will some technological barriers, like students being required to have a webcam, this solution will mitigate many of the issues we are starting to see stemming from a lack of an online proctoring system in place campus and district wide.

Annual Update Status: In Process
Related Documents & Links:
Quality Online Teaching & Learning Coaches Proposal.docx
Instructional Technology Newsletter
Instructional Accessibility Website

Objective: Provide DE Faculty Tools & Resources for Quality Online Instruction

Ensure all existing and new online/hybrid course instructors have met the minimum standards established for teaching in this modality, and that all have access to professional development and training in the areas of online student equity and online student support tools.

Objective Status: 1 - New (PR)
Objective Year: 2019-2020, 2020-2021
Estimated Start Date: 01/01/2019
Estimated Completion Date: 05/31/2020
Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.
Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options Including the Expanded Use of Instructional Technology to Support Student Learning and Success

Action Plans

2020-2021 - Offer workshops and/or training materials related to how to organize and visually customize online and/or hybrid courses in order to improve the online experience for Cañada students.
Offer workshops and/or training materials related to how to use the Canvas Teacher App for grading and student communication, as well as training related to the Canvas Student App, so faculty are prepared for questions from students related to the app.
Continue to offer training and support for faculty adoption of Screencast-O-Matic. (Active)

Who's Responsible for Completing this Action Plan?: Instructional Technologist, Online Education Coordinator, ASLT Dean
Estimated Completion Date: Spring 2021
Related Documents & Links:
InstructionalDesigner_NewPositionProposal_10.14.19.docx

2019-2020 - Follow up on District conversations to adopt an District-wide online proctoring solution. If a District-wide implementation doesn't happen by the Spring of 2020, find an alternative solution that can be implemented at Cañada. (Active)

Who's Responsible for Completing this Action Plan?: Dean of ASLT
Estimated Completion Date: Spring 2020

Resource Requests

1 Full-Time Instructional Designer, Tenure Track - The distance education program at Cañada is severely understaffed with a .2 reassigned time Faculty Online Education Coordinator, a Full-Time Classified Instructional Technologist (who also supports Instructional Assessment, Program Review, etc.) and the Dean of ASLT (who oversees Distance Education among many other assignments). Distance Edcuation requires another team member to share the exisiting work load, which includes offering the QOTL Work Group each semester and reviewing courses with CVC-OEI Course Design Rubric. The Instructional Designer position would also be absolutely essential to being able to move the distance education program forward, by making sure all online and hybrid faculty are trained and re-trained every 3 years to teach online and making sure that all courses align with the CVC-OEI Rubric.

Status: New Request - Active
Type of Resource: Instructional Personnel
Cost: 180000
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

iPad & Apple Pencil - In order to offer workshops and create training materials related to the Canvas Teacher and Canvas Students

Apps, I need to be able to (1) learn to use the apps better myself, (2) test what faculty and students are able to do on them, and (3) use the apps to do live demos or 1 on 1 trainings for the apps. Having an iPad would allow me to offer workshops and create training materials related to the Canvas apps, and many other apps that faculty are either already interested in using, or that would be helpful for distance education faculty and students.

Status: Funded - Inactive
Type of Resource: Information Technology
Cost: 914.33
One-Time or Recurring Cost?: One-Time Cost
Division/Department Priority: High Priority

Renewal of Screencast-O-Matic License for 2 Years

Status: Funded - Inactive
Type of Resource: Software
Cost: 2520
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

Objective: On-Campus Technology Support for Students

Create resources on campus for students to access technology support, specifically for Canvas, Student Email and Google Drive questions.

Objective Status: 1 - New (PR)
Objective Year: 2019-2020
Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.
Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options Including the Expanded Use of Instructional Technology to Support Student Learning and Success

Action Plans

2020-2021 - Send out a student technology survey to assess students' technology training, hardware and software needs. Analyze these results and use them to draft the 2021-2023 Technology Strategic Plan. (Active)

Who's Responsible for Completing this Action Plan?: Technology Committee
Estimated Completion Date: Fall 2020

Resource Requests

.48 Library Support Specialist - This position will offer technology support for students, offer workshops to support students with technology use in the classroom and will support the library as needed.

Status: Not Funded - Inactive
Type of Resource: Non-Instructional Personnel
Cost: 30672
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

CAN Program Review (Instructional) - Distance Education (Even Year)

Objective: Secure Adequate Support for Distance Education Professional Development

Ensure that the DE Team and at least three distance education faculty are able to attend one or more of the major distance education conferences (Online Teaching Conference, InstructureCon, and Online Learning Consortium Innovate) each year.

Objective Status: 1 - New (PR)
Objective Year: 2019-2020
Estimated Start Date: 04/01/2019
Estimated Completion Date: 06/29/2021
Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.
Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options Including the Expanded Use of Instructional Technology to Support Student Learning and Success

Action Plans

2020-2021 - Identify which of the three major conferences are most beneficial for the ASLT Dean, Online Education Coordinator, and Instructional Technologist to attend each year. Require that knowledge gained on best practices in the use of online learning tools, data summaries, emerging trends, and other information is shared with the wider campus via college DEAC meetings and Professional Learning Committee meetings. (Active)

Who's Responsible for Completing this Action Plan?: Instructional Technologist, Online Education Coordinator, ASLT Dean
Estimated Completion Date: May 2021

2020-2021 - Advertise major online education conferences and professional development opportunities to faculty and encourage online and hybrid faculty to attend. Track online education professional development activities and invite participants to present what they learned at DEAC meetings. (Active)

Who's Responsible for Completing this Action Plan?: Instructional Technologist and Online Education Coordinator
Estimated Completion Date: May 2021

Resource Requests

1 faculty (DE Coordinator) and one staff (Instructional Technologist) to attend Online Teaching Conference. Attending this conference is essential to the work of the DE faculty coordinator and instructional technologist as it provides technical and pedagogical resources, updates and learning opportunities to these key positions supporting DE at our college. Expenses are typically not covered by other professional development resources. - Participants will apply for professional development funds in order to be able to attend, however the individual PD allotment does not cover the costs needed for multiple conferences.

Status: Not Funded - Inactive
Type of Resource: Professional Development
Cost: 5000
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

Funding for three online/hybrid course faculty to attend the Online Learning Consortium (OLC) conference. Requested funds will cover attendance costs for faculty not supported by other professional development resources - Participants will apply for professional development funds in order to be able to attend, however funding to cover any costs for those who's requests are not approved.

Status: Not Funded - Inactive

Type of Resource: Professional Development
Cost: 5000
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: Low Priority

Funding support for the Faculty DE Coordinator and the Instructional Technologist to attend the annual InstructureCon Conference. This is the conference for all things related to Canvas and its related third party application vendors. - Participants will apply for professional development funds in order to be able to attend, but would like to be able to cover any costs for those who's requests are not approved.

Status: Not Funded - Inactive
Type of Resource: Professional Development
Cost: 4000
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

Objective: Broaden distance education course offerings to meet the needs of Cañada College students

Determine the overarching goals of the College in terms of distance education. This includes strategies for supporting GE course requirements and meeting student demand in other areas, such as CTE

Objective Status: 2 - Continuing (PR)
Objective Year: 2020-2021
Estimated Start Date: 01/15/2019
Estimated Completion Date: 01/14/2020
Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.
Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success

Action Plans

2018-2019 - Work with Dean of PRIE and college cabinet to ensure that Educational Master Planning processes and college iniatives such as Guided Pathways are informed by and reflect an institutional vision for online and hybrid curriculum (DE). (Active)

Who's Responsible for Completing this Action Plan?: ASLT Dean & Online Education Coordinator
Estimated Completion Date: Ongoing

2019-2020 - Each semester track online offerings and enrollment to plan for future offerings. Share the reflections with Deans and faculty to ensure planning and scheduling allow growth as indicated by the data review with student input. (Active)

Who's Responsible for Completing this Action Plan?: ASLT Dean & Online Education Coordinator
Estimated Completion Date: ongoing

2019-2020 - Focus on expanding summer online course offerings to meet student demand. In 2017, 63% of enrollment in summer classes was online and student demand is not being met. (Active)

Who's Responsible for Completing this Action Plan?: ASLT Dean & Online Education Coordinator
Estimated Completion Date: Fall 2019

CAN Program Review (Instructional) - Distance Education (Even Year)

Objective: Build a Local Peer Online Course Review Program

Build off the QOTL Coaches program funded by the CVC-OEI Online Pathways Grant, to institute a Peer Online Course Review (POCR) Program at Cañada. The OEI's POCR program allows faculty course reviewers to assess their colleagues' online courses for alignment with the OEI Rubric. This program will increase the quality of our online course offerings and allow us to begin preparing to one day join the OEI Consortium.

Objective Status: 1 - New (PR)
Objective Year: 2019-2020, 2020-2021, 2021-2022
Estimated Start Date: 07/01/2019
Estimated Completion Date: 12/01/2022
Please select the college goals with which this objective aligns.: Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.
Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success

Action Plans

2020-2021 - Evaluate the QOTL Coaches 2019-2020 program and make recommendations for an updated and improved process. Secure institutionalized funding when the CVC-OEI CTE Online Pathways Grant ends. (Active)
Who's Responsible for Completing this Action Plan?: Dean of ASLT, Instructional Technologist, Online Education Coordinator

Resource Requests

Budget to pay 12 faculty for their time completing the Quality Online Teaching & Learning Work Group. - 12 * 25 hours @ Special Rate, for the Summer, Fall & Spring semesters.
Status: New Request - Active
Type of Resource: Budget Augmentation
Cost: 66429
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

Budget to pay 6 Faculty Coaches to complete course reviews for 18 faculty and support QOTL Work Group training participants. **-** 6 * 25 hours @ Special Rate, for the Summer, Fall & Spring semesters.
Status: New Request - Active
Type of Resource: Budget Augmentation
Cost: 33214.5
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority