



LIT: Distance Education

Instruction

Vision/Narrative

The Distance Education Program is responsible for the technology, guidance, training, and support needed for the instructional program to deliver curriculum, asynchronously or synchronously, in an online environment, videoconferencing environment or other distance learning formats. This includes supporting technical needs of distance learners and instructors at all three campuses (Gilroy, Hollister and Morgan Hill) as well as any other geographical location that our students and faculty may be accessing our online environment from. It also includes training to teach online using a variety of technologies and resources and orientations to online learning for students.

Fall of 2017 has the Distance Education Department supporting 41% of the semesters scheduled courses in Canvas, the campus LMS. This is approximately 450 courses with approximately 3300 students and 175 faculty utilizing the system. We have had tremendous growth in this area since 2009. However, we have not increased our staffing levels. Currently we have 1 F.T. faculty and one part time adjunct. It is anticipated that with additional staff hours we will be able to support the continual anticipated growth, as well as maintain retention and success rates that are on target with state figures, while continuing to deliver quality instruction.

Another issue with growth has to do with planning. Currently planning for DE stems from individual faculty and the DE Committee. Consequently, a growth plan, direction or input from the organizational structure is needed to ensure we are optimizing enrollment and providing alternative course delivery that meets the needs of our community. Also, the need for a professional development budget for training to develop and maintain a Quality Distance Education Program should be a part of that plan.

The Distance Education program recently conducted a survey for student satisfaction and a survey for faculty satisfaction. One of the most interesting results of the survey is the request for more video instruction from the students as well as training to create video or interactive instruction from the faculty. The technology has come a long way and multimedia interaction is now very feasible to deliver to all students.

The D.E. program is located in the Library mezzanine, which makes us centrally located and accessible to our faculty, staff and students. We merged with the SRC to become the Teaching and Learning Center (TLC). While this is very beneficial to the college, since no extra staffing has been provided, it means the current D.E. staff has taken on additional duties for the TLC (former SRC) needs. Some needs in both areas will go unmet as we continue to grow unless additional hours in current staffing are provided for.

Feedback from Supervisor / Dean



Program Objective 1: Provide flexible multimedia hosting and delivery, compatible with current technology, and compliant with accessibility (ADA Sec 508, etc) and copyright laws.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2017-18

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

No: This has been revised to reflect new technologies available. Our instructors' audio and video projects are increasing. Multimedia involves many details regarding file formats, streaming, mobile devices, organization, and storage space. They are subject to various laws regarding subtitles, accessibility, and copyright restrictions. Currently we manage these in an ad-hoc manner. As video content continues to grow, a single service designed to address these needs directly will provide a better experience for our students and instructors as well as ensure compliance with all applicable laws.

Activity 1: Purchase ARC Video media hosting for integration with iLearn. Includes data storage, internet bandwidth, backups, closed captioning services and interactive features.

Personnel Request - *none*

Non-Personnel Request

| Specific Item(s) Needed | Amount Requested (\$) | Fund Source / Type |
|-------------------------|-----------------------|------------------------------------|
| ARC Video, Instructure | \$ 14600.00 | Instructional Equipment / On-Going |
| <i>Total Requested</i> | <i>\$ 14600.00</i> | |

Rankings:

| Ranker | Comments | Rank |
|---------------------|----------|------|
| Dean | | |
| Vice-President | | |
| Budget Committee | | |
| President's Council | | |



Program Objective 2: Deliver effective training for staff and faculty, with emphasis on Distance Education and online teachers, instructional technology, and the Online Education Initiative (OEI) standards.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2017-18

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Yes: Successfully transitioned all users to Canvas LMS. This involved retraining of over 100 staff and faculty members. We continue to onboard new and current faculty at a rate of approx 10-20 per semester.

With training and encouragement, and in response to student surveys, at least 10 more faculty members are using self-produced video in their online classroom as compared to last year.

Activity 1: Adopt new Distance Ed budget, retaining money from learning management system costs for professional development of distance education. Not new budget request. Request for restoring funding originally there.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Develop a structure/criteria for requesting development funds through the Distance Education Committee in conjunction with FPLC

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 3: Outfit the Teaching and Learning Center computer lab with up to date equipment and furniture. Replace outdated projector. Make available 2 laptop computers for portable video production, to be used for training and ongoing video production for current classes.

Personnel Request - *none*

Non-Personnel Request

| Specific Item(s) Needed | Amount Requested (\$) | Fund Source / Type |
|-------------------------|-----------------------|---------------------------|
| Office projector | \$ 1500.00 | Instructional Equipment / |



| | | |
|---------------------------------|-------------------|---------------------------------------|
| | | One-Time |
| Task chairs, 8 | \$ 1600.00 | Instructional Equipment / One-Time |
| Microsoft Surface Pro laptop, 2 | \$ 5000.00 | Instructional Equipment / One-Time |
| USB Video Cameras, 10 | \$ 1400.00 | Instructional Equipment / One-Time |
| <i>Total Requested</i> | <i>\$ 9500.00</i> | |

Rankings:

| Ranker | Comments | Rank |
|---------------------|----------|------|
| Dean | | |
| Vice-President | | |
| Budget Committee | | |
| President's Council | | |