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.Currently we are supporting approximately 5000 students a year. We have also 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 less then 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 so 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.

The D.E. program recently relocated to the Library mezzanine, which will definitely improve our access to our faculty, staff and students. We merged with the SRC to become the Teaching and Learning Center. 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: Assess and identify institutional and community need for courses offered via distance education with particular emphasis on delivery to satellite campus populations.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

IEC Program Review:

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

Progress:

Closed: 15-16 Progress has been made but still relevant objective. Student support services has begun to include planning for DE students in their program plans. More online student support services have been added, such as online tutoring. Exploration of the delivery of synchronous 2-way interactive courses delivered to our satellite sites has begun. Evaluation, assessment and planning on-going.

The Academic Senate has facilitated DE discussion on their agenda at several of their meetings and as a result resolutions were passed adopting documents such as The D.E. Master Plan, D.E. Faculty Handbook, and other policies and procedures which were then forwarded through shared governance, including the President's Council and presented to the Board. Accreditation has also facilitated the discussion regarding planning and support for student services, as well as program planning to evaluate any needs for substantive change.
However, planning for community needs still has not been done, especially regarding how DE may be utilized at our satellite campuses for growth.
RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Assess the needs of San Benito & Coyote Valley communities in terms of desirable programs tied into available job market and evaluate the ability to offer programs online or in a synchronous video/web environment in these fields.
Existing staff time?
DE Coordinator/Institutional Researcher
Ask EAB to help us

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 2: Train instructors (2) to teach using 2-way interactive video conferencing technology.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 3: Deliver live technical support for 2-way interactive video course delivery.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 4: Support point to point 2 way audio/video stream between selected classrooms on all 3 campuses.
Support an 'online-enabled-classroom' in which remote students can attend an in-person class.
Support a 'production-enabled-classroom' in which an in-person class can be recorded/broadcast and used to present an online class with the same lectures.
Support many-to-many video conference and whiteboard capability for general use amongst ilearn users, tutoring, campus committees and departments, etc.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 5: Upgrade any network equipment necessary to handle realtime audio/video.
Upgrade Gavilan's internet connection/contract to a level of service necessary for real time audio/video.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Rankings:

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

Program Objective 2: Provide flexible multimedia hosting on cloud server, such Amazon AWS.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

No: This is a new request based on need. Our instructor developed multimedia projects are increasing. These are video, audio and/or other multimedia types of files. These files are used by instructors as teaching objects. They must be accessible to students. These files are large and require a lot of storage space.

Progress:

Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Purchase, Implement and maintain media server

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested ($)	Fund Source / Type
Amazon AWS services are usage based, approx. annual cost	$ 100.00	Instructional Equipment / On-Going
Total Requested	*$ 100.00*	

Rankings:

Ranker	Comments	Rank
Dean		
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President's Council		