



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

This program plan is well integrated into multiple areas: specific goals, timelines, IEC/SLO/institutional planning documents, etc. The department should be commended on the comprehensive nature of the plan. The department should be challenged to explicitly draw in learning outcome data in the future, as well as further develop its short and long term goals. Additionally, the narrative might be used to situate the program within other services currently available and their planning activities.



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 2016-17

IEC Program Review:

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

Progress:

Yes: 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.

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

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
-------------------------	-----------------------	--------------------



Training for 2 instructors	\$ 5000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 5000.00</i>	

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

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Video conferencing equipment for pilot	\$ 20000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 20000.00</i>	

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 and delivery, compatible with current technology, and compliant with accessibility (ADA Sec 508, etc) and copyright laws.

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:

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, Implement and maintain media hosting or service to address compliance and activity needs

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Media hosting service (ARC or similar service)	\$ 7500.00	General Fund / On-Going
<i>Total Requested</i>	<i>\$ 7500.00</i>	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		



President's Council		
---------------------	--	--



Program Objective 3: Create and deliver a training program for a quality Distance Ed program per Online Education Initiative standards, using funds previously dedicated to the purchase of the learning management system, Moodle, as resolved by the State Academic Senate for California Community Colleges and the Gavilan Academic Senate.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #5: Evaluate alternate delivery of courses and services such as online, hybrid, and High Step. Grow distance education program offerings as appropriate.

Strategy #4: Recruit and develop staff to foster success for our diverse students in their attainment of educational and/or career goals.

Goal #4: Determine the needs and scope of a Professional Development Plan for all employees

IEC Program Review:

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

Progress:

No- None -

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

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Restoration of the budget to Distance Education, previously designated for LMS (Moodle) hosting purchase	\$ 10500.00	General Fund / On-Going
<i>Total Requested</i>	<i>\$ 10500.00</i>	

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*

Rankings:

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