

# MEMO

**DATE:** April 13, 2016

**FROM:** Dean of Distance Education, Dr. Gwendolyn Lewis Huddleston, and Distance Education Advisory Group: Andrea Horigan, Ann Bittl, Ara Khanjian, Corey Wendt, Corinna McKoy, Eileen Crump, Ioana Schmidt, James Maritato, John Elmer, Meg Phelps, Gigi Fiumerodo, Matt Moore, Michael Ward, Monica Conway, Nathan Cole, Niki Milani, Ray Tracy, ASVC Senator External Affairs, Sandra Kinghorn, Sharon Oxford, Stephanie Branca

**TO:** President, Vice Presidents, Deans, Campus

**RE:** Summary Report of 2015-2016 Distance Education Advisory Group's Accomplishments

**PURPOSE:** The Distance Education Advisory Board exists to meet the instructional, communication, computing, and research needs of the students, and faculty, of Ventura College. The mission of the committee is to focus on the delivery of distance education and its environment be it web enhanced on ground courses, hybrid courses or fully on line courses, and to take a proactive leadership role on educational, technological and professional development issues surrounding distance education.

**OUR ADVISORY GROUP GOAL:** Our greatest wish is to provide services and quality education in the distance education format that will enhance students' opportunities to be successful in their educational pursuits. We have established a goal to improve student success in distance education classes to equal that of face to face classes.

## **2015-2016 Goals:**

**Goal #1** DE Faculty Mentors will review at least 25 courses in the 15/16 academic year.

**Goal #2** All GE courses will be prepared to be offered in either hybrid or fully online by May 2016. (This means that courses will have at least been revised/updated in Curricunet for future scheduling)

**Goal #3** 50% of faculty teaching hybrid and/or online fall 2015 will respond to the Self-Assessment by December 1st 2015.

## **Results of Goals:**

**Goal #1** DE Faculty Mentors will review at least 25 courses in the 15/16 academic year.

In late November we agreed to cancel this goal for a later date, due to the transition to Canvas. Because of the quickly changing environment of distance education this

academic year we agreed that mentoring and rubric review of online courses would best be served after we transition into the new Learning Management System, Canvas.

However, five of the distance education advisory group members had their courses reviewed by one of the three mentors. It was stated that this was helpful to have another set of eyes from a peer review their course against the newly adopted rubric.

**Goal #2** All GE courses will be prepared to be offered in either hybrid or fully online by May 2016. (This means that courses will have at least been revised/updated in Curricunet for future scheduling)

Goal accomplished. All GE categories are represented with Distance Education appendices in curricunet as either fully online or partially online. The Distance Education Substantive Change Report reflects this accomplishment.

**Goal #3** 50% of faculty teaching hybrid and/or online fall 2015 will respond to the Self-Assessment by December 1st 2015.

Goal accomplished. 51% of faculty teaching hybrid and/or fully online in fall 2015 responded to the Self-Assessment by the deadline. The results have been reviewed by the advisory group. The advisory group voted to adjust the self-assessment from check boxes to more quantitative data collection partially through the testing. We are using both formats in our results. Self-assessment information reflected advice on areas we could enhance in our new fully online certification training for online instructors. The new training launched in April 2016 utilized feedback from this survey.

**Additional Tasks and Achievements by the Distance Education Advisory Group during the 2015-2016 academic year:**

- Participated in Online Education Initiatives, OEI project.
- Participated in ITAC meetings with District
- Tested and advised Academic Senate to adopt CANVAS as our new LMS
- Compared Online Tutoring Services: Smart Thinking vs. Net Tutor, advised adoption of Net Tutor for its compliance with CANVAS
- Trained on and Piloted Net Tutor in courses provided by the OEI
- Trained on and Piloted Proctorio, an online test proctoring service provided by the OEI
- Trained on and Piloted World Wide White Board
- Wrote, discussed, and advised adoption of Regular and Effective Contact Guidelines. Presented this to the Academic Senate. Academic Senate approved. Added this to our Distance Education Handbook.
- Updated Distance Education Handbook to include newly adopted Regular and Effective Contact and new AP 5060 on Distance Education Attendance

recording, updated all other areas that had changed with our changes to Canvas, new certification training, etc.

- Updated Distance Education Sections of College Catalog
- Members participated in and reviewed new Substantive Change Report
- Members participated in and wrote areas of the Accreditation Self-Study
- Maintained and updated Distance Education Web Site
- Reviewed, and revised Distance Education Web Site for greater clarity and support services
- Participated in Presentations with Professional Development Advisory Board at two conferences ASHIE and 4CSD/OEI
- Continued the 2014/2015 practice of providing Badges for Distance Education and Instructional Technology trainings and adoptions by faculty
- Provided support for all Deans and Instructional areas in regards to assisting faculty in preparations needed for online teaching and web enhancing
- Lead a District Wide Distance Education Task Force in collaborating on the first ever Distance Education Summit. Hosted the Summit at Ventura College.
- Reviewed and provide input for a new Certification Online Training.
- Advisory Board members continue to be the first to pilot new programs, services, and training. This continued this year as the members were part of the first class for the new Canvas training. Also members attended and participated in DE Summit.
- Program Review Completed
- SUO's completed
- Continuously participated in and led workshops in all FLEX/Professional Development Days
- Set goals for academic year, reviewed goals at end of fall and again in spring semesters, completed year end evaluation of advisory board, and set goals for 2016-2017 Academic Year

#### **New Goals Planned for 2016 – 2017 Academic Year:**

**Goal 1:** 75% of all Faculty teaching at Ventura College will learn and use the Learning Management System.

**Goal 2:** Grow Distance Education section offerings by 5% by Spring 2017 start. Will be measured in Spring 2017 schedule offerings.

**Goal 3:** Assist 5 Programs in the achievement of fully offering their transfer or certificate degree programs online.

**Goal 4:** All fully online faculty teaching during Spring 2016 will be trained and certified and teaching in Canvas the new Learning Management System by Spring 2017 start.