



**Distance Education Department
Annual Section Plan for Academic Year 2014-15
Planning year 2013**

STEP 1: DESCRIBE THE SECTION

a. Section Mission/Connection to College Mission

[Include here your section mission statement and a description of its connection to the College mission
The Distance Education Department' mission is to provide technical, instructional design, and pedagogical support to all Cerro Coso academic departments and college Centers in the areas of iTV and online course delivery.

Connection to College Mission: Educate, Innovate, Inspire and Serve.

The Distance Education Department directly serves the mission of the college. For both iTV and the online course environments, the department provides support to faculty in the form of faculty training, offering of technical and research grounded pedagogical support, and technical and administrative assistance for online and iTV courses. The Department stays current on software and hardware that will assist faculty to engage students and inspire learning.

STEP 2: EXPLAIN YOUR PLANNING

a. Summary of Relevant Program Review and Unit Outcomes Results

[Summarize here operational or performance gaps identified in all planning documents that pertain to your area and the steps being undertaken to address them.]

The Distance Education Department was mentioned in several Unit Plans, however there were no performance gaps identified or requests for DE to



upgrade services or equipment. Below are the areas in Unit Plans where DE was mentioned.

Allied Health did note that for their iTV courses that their institutionalized instructors travel to various sites to teach a minimum of one per semester to help improve student retention and success. The best example of this is actually Debra Rundell who travels every week between both campus locations.

Child Development asked for research to be provided to them about what can be done for technologically illiterate students taking online courses. That research has been done and reported to the Child Development Chair.

Counseling noted that the Smarter Measure assessment had been attempted with no success. I would note that from their perspective the assessment did not provide any guidance to students who scored low, however Smarter Measure was never intended to do that. In addition, Counseling mentioned that SmarterMeasure did not provide any learning component, but the assessment was never intended to do that. Finally, Counseling pointed out that they did not have enough support staff to follow up on students who scored low, however, the DE department had offered assistance in that area and had planned for staff and budgeted for that for the future. The Director of Distance Education was the lead person on researching, communicating with various committees, working closely with the vendor, establishing a pilot program, coordinating efforts with Counseling staff, and following up on results. As the Director, I had budgeted for a Fall 2013 implementation, I was prepared to offer staff to follow up with phone support to students, and to work closely with counseling to identify students who should not be taking an online course. I believe that giving the assessment a year of trial would have provided valuable information. However, I was not included in the final decision that was made to not move forward with the purchase of the assessment.

IT is preparing for the purchase of an RSS server. This server will provide the college the ability to record iTV courses or other trainings, or video segments offered through the iTV classrooms. This is good news for adjuncts that cannot often make Flex Day activities, lunch and learns, and other trainings as these will be able to be recorded and made easily available. The Distance Education Department was a strong proponent to find a video recording solution for the iTV classrooms and provided significant encouragement to IT to budget for the RSS Server.

b. Progress Made on Section Strategies

[Write concluding report on section strategies undertaken in the prior year. Explain to what extent strategies were or were not successful. Reference measures of success.]

Because the Department had not yet been staffed in time to create a Section Plan (created in 2011) for the 2012-2013 academic year, there is no report on any strategies. However, there has been progress made on the 2013-2014 Section plan which I will report on below. NOTE some strategies are still in progress.



The Distance Education Department has already met many of its 2013014 gals. **Goal #1** To Expand Training Opportunities for faculty, seek methods to enhance delivery of course materials and support student engagement and retention. The Director of Distance Education established a system, in coordination with Porterville and Bakersfield colleges to offer training in the new Moodle 2.X environment. By October all Cerro Coso faculty teaching online with the exception of 13 had completed one version of the training or another. The remaining 13 had presented a plan of how they intend to complete the training. There was also a significant increase in other training opportunities for both the online faculty and iTV faculty. Early in the 2012-13 academic year there was training offered at IWV and ESCC for new and returning iTV teaching faculty. There was a Flex Day training offered by the new Educational Media Design Specialist on some of the new media opportunities for faculty both on line and on ground. In addition, there is ongoing Lunch and Learn sessions offered to online faculty in a computer lab setting where faculty can log in to their Moodle course and actually work along with the facilitator to make changes in their online courses.

Goal #2: To provide the college with resources to assist with student retentions and success.” The online pre-assessment SmarterMeasure was researched, presented to various college committees and leaders, and a pilot program established which ran from November 2012 through January 2013. A full description of that effort is described above in the Counseling narrative. The Director participated on seven committees and Chaired the OER committee until October 2013. The Director also participated on two staff search committees.

Goal #3: To find resources and establish a routine of funding and providing captioning in situations where it is called for. Through the use of the Distance Education Captioning and Transcription Grant, there were eight video segments that had closed captioning added through this grant. Currently, the Educational Media Design Specialist is adding captioning to video the DE Department is producing without the use of the DECT grant.

c. Department/Unit Strategies for Next Academic Year. *If more strategies needed, copy and paste additional boxes.*

Strategy 1: To expand training opportunities for faculty, seek methods to enhance delivery of course materials and support student engagement and retention.

1. *College Strategic Objective(s) addressed:* Goal # 1 Foster student success through sustained continual quality improvement of instruction and student services.
2. *Action Plan:* Through a series of Flex Day activities and Lunch and Learns sessions the department will provide online faculty and iTV faculty with information that will support their teaching in an effort to support student engagement and retention in those courses. This information may include how to add visuals, video, animation or audio to courses to help engage the student.
3. *Measure of Success:* The Department should present information in at least one breakout session during (2 each) Flex Days and provide two Lunch and Learn sessions during each semester.
4. *Expected Completion Date:* End of Spring 2015

5. *Person Responsible:* Director of Distance Education and Educational Media Design Specialist.

6. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations
 It is designed to increase student success

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

- Intake Remediation First Year 2nd Year/Program Completion Post-Graduation

Strategy 2: Assist Faculty to develop faculty websites and improve the CC Online presence

1. *College Strategic Objective(s)* Goal # 1 Foster student success through sustained continual quality improvement of instruction and student services

2. *Action Plan:* To work with faculty and help them develop a personal website where they can post information about themselves, information about their courses, contact information and other useful information to students. These websites can add to the human presence factor, particularly to students at a distance. (note: there may be some governance of this by District) In addition, the department will continue to review the CC Online web presence and make changes that will make it easier for students to find support information and negotiate the website.

3. *Measure of Success:* To have 10 faculty set up a website would be an acceptable level of success.

4. *Expected Completion Date:* End of Spring 2015

5. *Person Responsible:* Educational Media Design Specialist, Department II, along with support from the Web Content Editor

6. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations **(not just the DE unit but the college as a whole)**
 It is designed to increase student success

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as

apply.

Intake
 Remediation
 First Year
 2nd Year/Program Completion
 Post-Graduation

Strategy 3: To increase the number of faculty using media / video / audio in their online courses

1. College Strategic Objective(s) addressed: Goal # 2 Provide quality learning environment which enhances student engagement.

2. Action Plan: To follow up on the Flex Day and Lunch and Learn informational sessions by EMDS reaching out to faculty to continue to encourage them in incorporating media and providing the production skills necessary to support faculty in the development of media, particularly video and audio segments that will be used to engage the students in their online courses, and help create a sense of community. The engagement and sense of community are key factors in student success and retention.

3. Measure of Success: To have 5 additional faculty, routinely use the services of the Educational Media Design Specialist for the production of some sort of media for the online course environment. To have produced 4 – one-time video segments for faculty needing some kind of visual support.

4. Expected Completion Date: End of Spring 2015.

5. Person Responsible: Director of Distance Education and Educational Media Design Specialist

6. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations
 It is designed to increase student success

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

Intake
 Remediation
 First Year
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STEP 3: EVALUATE YOUR RESOURCE NEEDS

a. Facilities

[Drawing from the unit plans, the college strategic plan, and relevant internal and external conditions, evaluate your next year's needs in this area.]

With the addition of an Administrative Assistant and a new temporary Educational Media Design Specialist, the Distance Education Department has moved into new office space. That space will allow the Ed. Med Des. Specialist to work with faculty in the production of short video vignettes to assist faculty with their online courses. This location also allows DE to monitor the iTV classrooms more closely, which has already proved valuable.

With this new location has come some additional small pieces of equipment such as a lighting kit, microphones, new computer and monitor.

b. Information Technology

[Drawing from the unit plans, the college strategic plan, and relevant internal and external conditions, evaluate your next year's needs in this area.]

There is one license agreement and one piece of software that will help us provide improved video service to meet our Section Plan.

VIMEO: The purchase (a yearly license) of VIMEO. VIMEO allows us to upload our videos even from different file formats and share those videos with anyone the college wants. Vimeo has easy to understand privacy controls so we can also decide who gets to see the videos. Along with the subscription comes access to training videos, for example, How to make better videos through the Vimeo Video School.

Adobe Captivate: A software designed with interactive elements to eLearning content with just a click. One feature that will be very important is an ability for Automatic screen capture with smart full-motion recording. Automatically record all your actions, including mouse movements and keyboard activity, while using any software application. Full-motion recording automatically switches on and off for drag-and-drop actions.



c. Marketing

[Drawing from the unit plans, the college strategic plan, and relevant internal and external conditions, evaluate your next year's needs in this area.]

The Faculty Resource link will be re-evaluated and new layout is being planned with the support of the Educational Media Design Specialist and the Web Content Editor, Sylvia Sotomayor. In addition, the Educational Med Design Specialist plans to work closely with the Web Editor and with Public Relations to produce video segments that may highlight some campus activities. While this may not directly market distance education, it will increase the visibility of the college, and draw attention to Distance Education's new video capabilities. It is expected that over time, faculty will see the benefit to some of our new video production and utilize in their courses.

d. Professional Development

[Drawing from the unit plans, the college strategic plan, and relevant internal and external conditions, evaluate your next year's needs in this area.]

The Director of Distance Education

2 per semester Webinar training

1 external professional conference per academic year approved by VPAA

Educational Media Design Specialist

2 per semester Webinar training

1 external professional conference per academic year approved by VPAA

Distance Education Administrative Assistant

2 per semester Webinar training

e. Staffing

[Drawing from the unit plans, the college strategic plan, and relevant internal and external conditions, evaluate your next year's needs in this area.]



There are no new staffing needs. However, I might caution that if there is a noticeable and sustained increase in the demand for video production, that additional support for the Moodle Administration of our courses may be needed. We've only have one semester (Fall 2013) to evaluate the combined demands of both video and Moodle Administration. It was foreseen that this semester would be difficult for Moodle Admin's (for all three colleges) because of the dual server systems for Moodle 1.9 and 2.4. On top of that there was an immediate demand for video production which has taken a great deal of time. The new Director and VP of Academic Affairs should pay close attention to the demand on the new Educational Media Design Position. While Porterville and Bakersfield both combined the responsibilities of the EMDS and Moodle Admin, those colleges have far fewer online courses needing regular attention.

STEP 4: SUBSTANTIATE REQUESTED RESOURCES NOT ALREADY LISTED IN UNIT PLANS (Note: All items must be prioritized.)

- a. **1000 Category.** All temporary or new permanent certificated positions will have been captured at the unit plan level.
- b. **2000 Category.** Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source (check <u>one</u>): G = General Fund, O = Other G O	

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.

2. Explain why the work of this position cannot be assigned to current staff.



3. Describe the impact on the college if the position is not filled.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Office Supplies	IWV	1	4,5	The department needs some basic office supplies, includes additional memory cards for video camera	250	yearly	G	
Digital video camera	IWV	1	1,2,4	To improve quality for video production, and serve the growing demand.	1200	One time	G	
Professional Journal	IWV	1	1,2	Online Classroom – provides research for online teaching environment	250	One time	G	
Professional Journal	IWV	1	1,2	Distance Education Report provides current research for iTV general distance education	450	One time	G	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
International Tech Council	Coll-wide	1	4	Professional organization focus is online instruction, college wide membership	550	yearly	G	
Webinar Trainings	Coll-wide	1	4	Professional development for DE Department staff	600	One time	G	
National Conference Attendance	USA	1	4	Dir of Dist Ed and the Ed Med Des. Spec. to attend 1 annual nat. conf. incl. registration, food, lodging	2000	One time	G	
Employee travel in District	Dist.	1	4	Two trips each semester from IWV to ESCC & KRV,	2125	yearly	G	
Food for Lunch and Learns	Coll wide	1	4	To provide light lunch for those who attend lunch and learn sessions.	400	yearly	G	
VIEMO License agreement		1	1,2,4	Video production support and online storage space	200	yearly	G	
Adobe Captivate		1	1,2,4	Software to assist in captioning, and desktop capture	325	yearly	G	
Employee travel out of Dist. Travel to LAX	IWV to LAX	1	4	Once a year travel to national conf,, airfare, parking at LAX , airport shuttle, college car, fuel	1325	once	G	

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. If more lines are needed, place cursor in the bottom right box and press [Tab].

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O

STEP 5: ATTACH COMPLETED WORKSHEETS FOR SECTION-LEVEL BUDGETS