Distance Education Division

September 2016 – August 2017 Strategic Plan Goals Revision

**2015 – 2016 Accomplishments**

Presentations of the Canvas LMS were conducted for faculty and staff at Jefferson Campus in September 2015, and at the Shelby-Hoover Campus in August 2016.

Zac Alexander, Matt Boehm and Kevin Townes contributed to the dual enrollment program by teaching courses at high schools in multiple school districts.

Zac Alexander helped expand the college’s dual enrollment program by teaching dual enrollment history at Hoover High School.

Kevin Townes helped expand the college’s dual enrollment program by teaching dual enrollment speech at Helena High School.

Greg McCallister provided ongoing technological support to Campus Police.

Greg McCallister, Valerie McCombs and Alan Davis provided technical support to ADA in fulfilling requests to caption media resources.

Matt Bohem served as QSA faculty advisor.

Shay Culbertson and Alberto Luna expanded the college’s distance education offerings by teaching Internet SPA 101 and SPA 102.

Zac Alexander helped organize the 2015 Constitution Day Program.

Valerie McCombs attended the April 2015 Blackboard Users Conference at Troy University.

Videoconference equipment was moved from Jefferson Campus FSC 400 to Clanton Campus to improve videoconference capabilities.

Blackboard, Tegrity and Respondus annual licenses were renewed, along with ITC Membership and New Media Consortium Membership. **This completes Strategic Plan Goal 1**.

An HP Color LaserJet Pro MFP document processor was purchased for BDH 101. **This completes Strategic Plan Goal 2**.

Alberto Luna, Shay Culbertson and Stayce Thompson represented Jefferson State at Fiesta Birmingham 2015, and attended Latino Interest Meetings. **This completes Strategic Plan Goal 3**.

Under the leadership of Kevin Townes and Ashley Kitchens, Neil Simon’s *Plaza Suite* was performed at the Shelby-Hoover Campus on April 21, 2016, and at the Clanton Campus on April 23, 2016. **This completes Strategic Plan Goal 4**.

The Distance Education Committee approved a Standardized Course Introduction Template for use in all Internet and Hybrid courses. Instructors first used the Standardized Course Introduction in summer 2016 Internet and Hybrid courses. **This advances Strategic Plan Goal 5, but more will be accomplished**.

The IT Department purchased a GoToMeeting webconference room in December 2015, and began implementation of Office 365 in summer 2016. Skype for Business is a robust webconference service included in the colleges Office 365 agreement. The Distance Education Division purchased a set of webcams in December 2015, which will be useful as Skype use becomes more common. IT is including integrated webcams in all future laptop purchases. **This completes Strategic Plan Goal 8**.

Valerie McCombs conducted the following Workshops/Training Sessions

* November 2015 ADA Workshop addressing accommodations in distance education courses.
* April 2015 Blackboard Basics for Shelby-Hoover Communications Department
* June 2016 Blackboard Workshop – Clanton Campus
* August 2016 Blackboard Workshop at Shelby-Hoover Campus
* Tackling Technology Presentation in ORI 101 Student Orientation Courses
  + Fall 2015 - 2 sessions at Jefferson; 2 sessions at Shelby
  + Spring 2016 - 2 sessions at Jefferson; 2 sessions at Shelby
  + July 2016 session for Summer Boost Students at Jefferson Campus
* **This meets Strategic Plan Goal 9, which is ongoing for 2016-17**.

The IT Department implemented a ticket-based email helpdesk system in spring 2016, consolidating many email help accounts, including webcthelp. ITS staff in the Distance Education Division provide assistance to faculty and students through this improved system. **This completes Strategic Plan Goal 11**.

A Surface 4 was purchased for Alan Davis, but this is the only computer upgrade associated with Strategic Plan Goal 7 that was necessary in 2015-2016.

Faculty peer evaluations where completed for some fall 2015 Internet and Hybrid course, but the process is incomplete. The evaluation process described in Strategic Plan Goal 10 will be continued in 2016-17.

Alan Davis accepted the expanded position of Associate Dean of Developmental Education and Distance Education.

**Remaining and Revised Strategic Plan Goals for September 2016 – August 2017**

**Revised Goal 5:** Improve use of standard student orientation materials for courses that use Blackboard 9.

1. Objectives
2. Assist instructors with implementation of Standard Course Introduction materials.
3. Communicate presence of Standard Course Introduction materials to students as an advising tool.

1. Method of Assessment - The objectives will be met when
2. Standard Course Introduction is implemented in all Internet and Hybrid courses.
3. Presence of materials is communicated to students during registration periods.
4. Additional Funding Requests
   1. No additional funding requested at this time.

**Goal 6:**  Renew annual licenses and memberships related to the college’s distance education program.

1. Objectives
2. All annual licenses and memberships related to the college’s distance education program will be renewed for 2016-17.
3. Method of Assessment - The objectives will be met when
   1. All licenses and memberships are renewed for 2016-17.
4. Additional Funding Requests
5. Blackboard Learn LMS License - $53,068.85 (August 2016 Renewal)
6. Tegrity Lecture Capture License - $37,202.00 (June 2016 Renewal)
7. Respondus Exam Creation and Management License - $2095.00 (July 2016 Renewal)
8. Instructional Technology Council Membership - $495.00 (July 2016 Renewal)

**Revised Goal 7:** Acquire new computers for Distance Education Division faculty and staff.

1. Objectives
2. Determine the best options (desktop, laptop, Surface) for faculty and ITS staff based on daily use.
3. Acquire new computers for six faculty for two ITS staff.
4. Method of Assessment - The objectives will be met when
   1. Faculty have updated computers/devices that allow them to deliver effective instruction.
   2. ITS staff have updated primary computers/devices that allow them to assist faculty and students.
5. Additional Funding Requests
6. 6 laptop or desktop computers @ $1,800 each for faculty
7. 2 Surface 4 @ $2,000 each for ITS staff. (Laptop or desktop could be purchased instead, if preferred.)
8. $1,500 for accessories (Surface docking stations, adaptors, etc) as needed.

**Goal 9:** Offer Blackboard 9 Training Sessions

1. Objectives
2. Prepare faculty to use Blackboard 9 learning management system.
3. Method of Assessment - The objectives will be met when
4. Live training sessions are offered at different campuses.
5. Online training resources are available through the college webpage and through Blackboard.
6. Feedback from faculty indicates training needs are met.
7. Additional Funding Requests
8. No additional funding needed.

**Goal 10:** Continue assessment of Internet and hybrid/blended courses.

1. Objectives
2. Instructors teaching Internet and hybrid/blended courses will work together to evaluate their courses to insure course objectives and college quality standards are met.
3. Method of Assessment - The objectives will be met when
4. Assessment forms for Fall 2015 – Summer 2017 Internet and hybrid instructors/course combinations are submitted and reviewed.

1. Additional Funding Requests
2. No additional funding needed.

**Goal 12:** Conduct needs assessment related to lecture capture resources and aging interactive videoconference equipment.

1. Objectives
2. Determine the state of existing interactive videoconference resources.
3. Determine the state of existing lecture capture resources.
4. Determine current use of both resources.
5. Explore possibilities for expanded use of both resources to meet college-wide needs.
6. Explore alternatives to current approaches and resources that could benefit the college.
7. Method of Assessment - The objectives will be met when
8. A brief needs assessment report is prepared addressing items stated in the objectives, and recommending any changes that should be considered.
9. Additional Funding Requests
   1. No additional funding requested at this time. However, the college should be prepared to repair or replace VC units in the event that failure interferes with scheduled class meetings. This could cost several thousand dollars, if required.

**Goal 13:** Explore the need for LMS Upgrade.

1. Objectives
2. Determine benefits associated with upgrading to a SaaS LMS model.
3. Determine additional costs associated with such an upgrade.
4. Compare benefits of Canvas, Blackboard Ultra and other LMS options.
5. Determine faculty interest in an LMS upgrade.
6. Method of Assessment - The objectives will be met when
7. A brief needs assessment report is prepared addressing items stated in the objectives, recommending any changes that should be considered.
8. Additional Funding Requests
   1. No additional funding requested at this time. Blackboard Learn hosted on JSCC servers ($53,068.85 July 2016 Renewal) provides adequate service, but migration to a cloud based service model seems inevitable. The annual cost to transition appears to be $120,000 - $150,000, annually. Enhanced recording functionally provided by the transition could eliminate the need for Tegrity ($37,202.00), but this has not been proven. More research is needed to determine the best course of action.