**Distance Education Unit Strategic Plan**

**2017 to 2019**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and the College’s five-year strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

**Name of Program/Department:** Distance Education Division

**Mission Statement**The Distance Education Division increases access to college courses by utilizing educational technologies and Internet based content delivery methods that reduce, and in some cases eliminate, the need for students to be in particular locations at set times to receive instruction.

**Division Outcomes**

• Oversee development and design of transfer, career and developmental courses to ensure comparability of distance education courses with courses delivered in the traditional manner.

• Make effective and innovative use of educational hardware, software and web services to develop and deliver Internet, hybrid/blended and interactive videoconference courses.

• Schedule flexible learning opportunities that meet the needs of students with constraints that prevent them from attending traditional classes.

• Promote faculty development and training in the use of educational technologies and alternative methods of delivering instruction.

• Coordinate dual enrollment courses for qualified high school students.

Distance education courses follow the same course outlines as courses delivered in the traditional manner and are taught by qualified Jefferson State instructors. Upon successful completion of these courses, students receive credit equivalent to traditional courses. Most Transfer/General Studies courses are available in a distance education format, along with many program courses.

**Summary of Access, Productivity and Effectiveness (Including, but not limited to, program load, success rate, retention rate, completion rate, employer surveys, student surveys):**

The Distance Education Division works with all divisions, departments and programs to provide a broad range of high-quality Internet, hybrid/blended, interactive videoconference and dual enrollment courses. Faculty assigned to the division teach distance education courses, dual enrollment courses at local high schools and traditional courses at all campuses.

The Executive Secretary provides daily support to faculty and staff within the division, support for Child Development faculty on the Jefferson Campus, is responsible for collecting course related materials from faculty, entering changes to Internet, dual enrollment and Spanish classes during class schedule construction, and scheduling events in interactive videoconference rooms.

**Internal Conditions:**

1. **Technology**

Faculty and staff computers are upgraded according to the college’s rotation plan.

Blackboard, Tegrity and Respondus software licenses, which are renewed annually, are current, and meet the college’s needs.

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| **VENDOR** | **LICENSE RENEWAL DATE** | **AMOUNT DUE/PAID** |
| **Blackboard LMS** | **August 2014** | **$48,135.02** |
| **Blackboard LMS** | **August 2015** | **$50,541.77** |
| **Blackboard LMS** | **August 2016** | **$53,068.85** |
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| **VENDOR** | **LICENSE RENEWAL DATE** | **AMOUNT DUE/PAID** |
| **Tegrity Lecture Capture** | **March 2015** | **$37,202.00** |
| **Tegrity Lecture Capture** | **March 2016** | **$37,202.00** |
| **Tegrity Lecture Capture** | **March 2017** | **$37,202.00** |
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| **VENDOR** | **LICENSE RENEWAL DATE** | **AMOUNT DUE/PAID** |
| **Respondus, Inc.** | **July 2015** | **$2,095.00** |
| **Respondus, Inc.** | **July 2016** | **$2,095.00** |
| **Respondus, Inc.** | **July 2017** | **$2,095.00** |
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1. **Budget**

The current budget is sufficient to

* Provide computer resources, classroom resources and office supplies for division faculty and staff.
* Maintain annual licenses needed to provide distance education courses.
* Renew annual Instructional Technology Council membership.
1. **Staffing**

Alan Davis: Associate Dean of Developmental Education and Distance Education

Erma Hughes: Executive Secretary

Zac Alexander: History Instructor

Matt Boehm: English Instructor

Shay Culbertson: Spanish Instructor

Alberto Luna: Spanish Instructor

Ann Lyons: Chemistry and Physical Science Instructor

**Division Members Reassigned in Spring 2017**

To IT Department - Greg McCallister: Instructional Technology Specialist

To IT Department - Valerie McCombs: Instructional Technology Specialist

Shelby-Hoover Campus Liberal Arts Chair - Kevin Townes: Speech and Theater Instructor

Faculty contribute to the division’s mission by teaching dual enrollment courses, Internet courses, hybrid courses, videoconference courses, and traditional courses. The need for additional faculty and/or staff is assessed as college needs change.

1. **Resources**

Faculty and staff are encouraged to pursue professional development opportunities. Instructors submit annual IAP forms that include professional development requests and needs. IAP forms provide instructors the opportunity to request funding for workshops, conferences, etc. Professional development requests from staff are evaluated on a case-by-case basis.

1. **Enrollment**

Enrollment in distance education courses continues to increase, and sections are offered to keep pace with demand. Demand for dual enrollment courses is also increasing. The Distance Education Division works with all areas of the college to insure scheduled classes meet a variety of needs.

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|   | 16-17 | 16-17 | 15-16 | 15-16 | 14-15 | 14-15 |
|  |   |   |   |   |   |   |
| Year | Total |   | Total |   | Total |   |
| Method of Delivery | Registrations | Percent | Registrations | Percent | Registrations | Percent |
| Traditional (00) | 34,197 | 64.6% | 34,998 | 66.5% | 35,912 | 68.0% |
| Hybrid (01) | 1,762 | 3.3% | 1,587 | 3.0% | 1,442 | 2.7% |
| Independent Study (02) | 22 | 0.0% | 34 | 0.1% | 37 | 0.1% |
| Internet (04) | 16,230 | 30.6% | 15,287 | 29.1% | 14,790 | 28.0% |
| Video Conference (05) | 488 | 0.9% | 439 | 0.8% | 397 | 0.8% |
| Co-Op (06) | 267 | 0.5% | 269 | 0.5% | 264 | 0.5% |
| Report Total | 52,966 | 100.0% | 52,614 | 100.0% | 52,842 | 100.0% |

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|   | Fall 2016 | Fall 2016 | Fall 2015 | Fall 2015 | Fall 2014 | Fall 2014 |
|   |   |   |   |   |   |   |
| Fall | Total |   | Total |   | Total |   |
| Method of Delivery | Registrations | Percent | Registrations | Percent | Registrations | Percent |
| Traditional (00) | 16,082 | 69.9% | 16,346 | 71.7% | 16,513 | 72.7% |
| Hybrid (01) | 752 | 3.3% | 725 | 3.2% | 624 | 2.7% |
| Independent Study (02) | 11 | 0.0% | 16 | 0.1% | 17 | 0.1% |
| Internet (04) | 5,858 | 25.5% | 5,437 | 23.8% | 5,274 | 23.2% |
| Video Conference (05) | 212 | 0.9% | 167 | 0.7% | 171 | 0.8% |
| Co-Op (06) | 101 | 0.4% | 118 | 0.5% | 101 | 0.4% |
| Report Total | 23,016 | 100.0% | 22,809 | 100.0% | 22,700 | 100.0% |

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| --- | --- | --- | --- | --- | --- | --- |
|  | Spring 2017 | Spring 2017 | Spring 2016 | Spring 2016 | Spring 2015 | Spring 2015 |
|  |   |   |   |   |   |   |
| Spring | Total |   | Total |   | Total |   |
| Method of Delivery | Registrations | Percent | Registrations | Percent | Registrations | Percent |
| Traditional (00) | 13,141 | 66.7% | 13,203 | 67.7% | 13,566 | 68.9% |
| Hybrid (01) | 648 | 3.3% | 528 | 2.7% | 538 | 2.7% |
| Independent Study (02) | 11 | 0.1% | 14 | 0.1% | 13 | 0.1% |
| Internet (04) | 5,556 | 28.2% | 5,463 | 28.0% | 5,243 | 26.6% |
| Video Conference (05) | 197 | 1.0% | 177 | 0.9% | 189 | 1.0% |
| Co-Op (06) | 139 | 0.7% | 125 | 0.6% | 128 | 0.7% |
| Report Total | 19,692 | 100.0% | 19,510 | 100.0% | 19,677 | 100.0% |

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|  | Summer 2017 | Summer 2017 | Summer 2016 | Summer 2016 | Summer 2015 | Summer 2015 |
|  |   |   |   |   |   |   |
| Summer | Total |   | Total |   | Total |   |
| Method of Delivery | Registrations | Percent | Registrations | Percent | Registrations | Percent |
| Traditional (00) | 4,974 | 48.5% | 5,449 | 52.9% | 5,833 | 55.7% |
| Hybrid (01) | 362 | 3.5% | 334 | 3.2% | 280 | 2.7% |
| Independent Study (02) | 0 | 0.0% | 4 | 0.0% | 7 | 0.1% |
| Internet (04) | 4,816 | 46.9% | 4,387 | 42.6% | 4,273 | 40.8% |
| Video Conference (05) | 79 | 0.8% | 95 | 0.9% | 37 | 0.4% |
| Co-Op (06) | 27 | 0.3% | 26 | 0.3% | 35 | 0.3% |
| Report Total | 10,258 | 100.0% | 10,295 | 100.0% | 10,465 | 100.0% |

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|   | 16-17 | 16-17 | 15-16 | 15-16 | 14-15 | 14-15 |
|  |   |   |   |   |   |   |
| Year | Total |   | Total |   | Total |   |
| Method of Delivery | Students | Percent | Students | Percent | Students | Percent |
| Internet Classes Only | 4,667 | 20.8% | 4,396 | 19.8% | 4,182 | 19.1% |
| At Least One Internet | 4,714 | 21.0% | 4,444 | 20.0% | 4,299 | 19.6% |
| No Internet | 13,036 | 58.2% | 13,399 | 60.3% | 13,450 | 61.3% |
| Only + At Least One | 9,381 | 41.8% | 8,840 | 39.7% | 8,481 | 38.7% |
| Report Total | 22,417 | 100.0% | 22,239 | 100.0% | 21,931 | 100.0% |
|   | Fall 2016 | Fall 2016 | Fall 2015 | Fall 2015 | Fall 2014 | Fall 2014 |
|   |   |   |   |   |   |   |
| Fall | Total |   | Total |   | Total |   |
| Method of Delivery | Students | Percent | Students | Percent | Students | Percent |
| Internet Classes Only | 1,404 | 15.7% | 1,258 | 14.3% | 1,238 | 14.5% |
| At Least One Internet | 1,868 | 20.9% | 1,750 | 19.8% | 1,678 | 19.7% |
| No Internet | 5,671 | 63.4% | 5,818 | 65.9% | 5,602 | 65.8% |
| Only + At Least One | 3,272 | 36.6% | 3,008 | 34.1% | 2,916 | 34.2% |
| Report Total | 8,943 | 100.0% | 8,826 | 100.0% | 8,518 | 100.0% |
|  | Spring 2017 | Spring 2017 | Spring 2016 | Spring 2016 | Spring 2015 | Spring 2015 |
|  |   |   |   |   |   |   |
| Spring | Total |   | Total |   | Total |   |
| Method of Delivery | Students | Percent | Students | Percent | Students | Percent |
| Internet Classes Only | 1,285 | 16.3% | 1,300 | 16.6% | 1,185 | 15.3% |
| At Least One Internet | 1,824 | 23.1% | 1,750 | 22.4% | 1,645 | 21.3% |
| No Internet | 4,790 | 60.6% | 4,764 | 61.0% | 4,891 | 63.3% |
| Only + At Least One | 3,109 | 39.4% | 3,050 | 39.0% | 2,830 | 36.7% |
| Report Total | 7,899 | 100.0% | 7,814 | 100.0% | 7,721 | 100.0% |
|  | Summer 2017 | Summer 2017 | Summer 2016 | Summer 2016 | Summer 2015 | Summer 2015 |
|  |   |   |   |   |   |   |
| Summer | Total |   | Total |   | Total |   |
| Method of Delivery | Registrations | Percent | Registrations | Percent | Registrations | Percent |
| Internet Classes Only | 1,978 | 35.5% | 1,838 | 32.8% | 1,759 | 30.9% |
| At Least One Internet | 1,022 | 18.3% | 944 | 16.9% | 976 | 17.1% |
| No Internet | 2,575 | 46.2% | 2,817 | 50.3% | 2,957 | 52.0% |
| Only + At Least One | 3,000 | 53.8% | 2,782 | 49.7% | 2,735 | 48.0% |
| Report Total | 5,575 | 100.0% | 5,599 | 100.0% | 5,692 | 100.0% |

1. **Facilities**

Current office space and instructional facilities meet the needs of distance education faculty and staff. Interactive videoconference resources at all locations are aging, but sufficient to meet current needs.

1. **Equipment**

The Distance Education Division has the equipment needed for daily tasks. Copiers, scanners, fax machines and office supplies are available and accessible at all locations. Faculty and staff computers are upgraded according to the college’s planned rotation.

**External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):**

Program accreditation is a high priority for Jefferson State. The Distance Education Division assists with reports and participates in meetings with the visiting committees during accreditation visits. Distance Education Division faculty and staff are active in supporting institutional goals related to the assessment of student learning outcomes. Increased state-level emphasis on dual enrollment should increase demand for dual enrollment courses.

**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 Boehm served as Jefferson Campus Phi Theta Kappa faculty advisor and 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. **This completes 15-17 Strategic Plan Goal 1**.

An HP Color LaserJet Pro MFP document processor was purchased for BDH 101. **This completes 15-17 Strategic Plan Goal 2**.

Alberto Luna, Shay Culbertson and Stacye Thompson represented Jefferson State at Fiesta Birmingham 2015, and attended Latino Interest Meetings. **This completes 15-17 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 15-17 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 15-17 Strategic Plan Goal 5.**

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 15-17 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 15-17 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 15-17 Strategic Plan Goal 11**.

A Surface 4 was purchased for Alan Davis, but this is the only computer upgrade associated with **15-17 Strategic Plan Goal 7** that was necessary in 2015-2016.

Faculty peer review forms for fall 2015 Internet and Hybrid courses where completed by faculty teaching Astronomy, English, Biology, Computer Science, Funeral Services, Health, History, and Speech courses. The evaluation process described in **15-17 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.

**2016 – 2017 Accomplishments**

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 enhanced the college’s dual enrollment program by developing hybrid dual enrollment history materials to accommodate Hoover High School’s class schedule.

Kevin Townes accepted the position of Liberal Arts Department Chair for the Shelby-Hoover Campus.

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

Alan Davis Participated in the following conferences and events.

* December 2016 SACSCOC Annual Meeting in Atlanta, Georgia
* April 2017 Alabama Consortium for Technology and Learning Meeting at Trenholm State Community College
* May 2017 DocSoft trainnig session at Athens State Community College
* July 2017 SACSCOC Summer Institute in Austin, Texas

Alberto Luna, Shay Culbertson and Stacye Thompson organized and represented Jefferson State at Fiesta Birmingham 2016, and attended Latino Interest Meetings. **This completes 15-17 Strategic Plan Goal 3**.

Messages encouraging fall 2016 use and improvement of the Standard Course Introduction were sent to instructors while they are preparing content for the coming term. A .zip file that creates a template for this resource is included with the message. Valerie McCombs is available to assist instructors implementing the resource. The Standardized Course Introduction allows students in any distance education course to find essential information, independent of course design.  **This advances 16-17 Strategic Plan Revised Goal 5.**

Blackboard, Tegrity and Respondus annual licenses were renewed, along with ITC Membership. **This completes 15-17 Strategic Plan Goal 6**.

Faculty computers were upgraded. Zac Alexander, Alberto Luna and Shay Culbertson received HP laptop systems. Greg McCallister, Kevin Townes, Matt Boehm and Ann Lyons received Surface 4 systems. Kevin Townes also received a bluetooth speaker and projector to support dual enrollment instruction. This complete **16-17 Revised Strategic Plan Goal 7.**

Valerie McCombs conducted the following Workshops/Training Sessions

* Office 365 Workshops
	+ 4 Sessions at Jefferson Campus, Spring and Summer 2017
	+ 4 Sessions at Shelby-Hoover Campus, Spring and Summer 2017
* Tackling Technology Presentation in ORI 101 Student Orientation Courses
	+ Spring 2017 - 2 sessions at Jefferson Campus; 2 sessions at Shelby-Hoover Campus
	+ June and July 2017 sessions for Summer Boost Students

**This meets 15-17 Strategic Plan Goal 9, which is ongoing.**

Distance Education specialist Valerie McCombs reviewed English Internet courses offered during the 2017 spring semester. The evaluation process described in **15-17 Strategic Plan Goal 10** is ongoing, and will continue in 2017-18.

Equipment to modernize Shelby-Hoover Campus videoconfernce room HSB 335 was ordered during the 2017 spring semester, and is performing well with existing resources in other videoconference rooms. **This advances 15-17 Strategic Plan Goal 12**.

After researching the benefits and additional costs associated with a cloud-hosted learning management system, rationale for migrating to cloud-hosted Canvas or cloud-hosted Blackboard Learn was presented. Ultimately, migration from self-hosted Blackboard Learn to Blackboard Learn SaaS was approved. The college negotiated an agreement beginning October 2017 that will make Blackboard Learn SaaS the college’s learning management system, provide direct data access, and increase content accessibility through ALLY. Annual license cost will increase from $53,068.85 (August 2016) to $129,722.29 (October 2017). Associated benefits include decreased service interruptions, enhanced mobile device capability, continuous delivery of updates, decreased load on Jefferson State’s IT resources, enhanced accessibility, and the possibility of future implementation of Blackboard Ultra. **This advances 15-17 Strategic Plan Goal 13**.

**Goals for September 2017 – August 2019**

**Goal 1:**  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.
3. Method of Assessment - The objectives will be met when
	1. All licenses and memberships are renewed for the academic year.
		1. Blackboard Learn LMS License
		2. Tegrity Lecture Capture License
		3. Respondus Exam Creation and Management License
		4. Instructional Technology Council Membership
4. Additional Funding Requests
5. Funds are approved for the increased cost associated with upgrading the college’s Blackboard license, described in Goal 2. Annual license cost will increase from $53,068.85 (August 2016) to $129,722.29 (October 2017).
6. No additional funds are required for other license renewals.

**Goal 2:** Migration from self-hosted Blackboard Learn to cloud-hosted Blackboard Learn (SaaS).

1. Objectives
2. Distance Education and IT will work with Blackboard to insure migration of the college’s self-hosted Blackboard data to the Blackboard cloud during the fall 2017 semester. Final migration is planned for December 2017, between fall and spring semesters.
3. Valerie McCombs will provide fall 2017 training to faculty in advance of Blackboard Learn SaaS launch.
4. The college plans to launch Blackboard Learn SaaS for use in all spring 2018 courses.
5. Method of Assessment - The objectives will be met when
6. Jefferson State’s Blackboard course data is successfully migrated from JSCC servers to Blackboard Cloud storage.
7. Fall 2017 training sessions for faculty are provided.
8. Blackboard Learn SaaS course shells are provided for all spring 2018 distance education courses.
9. Additional Funding Requests
10. Funds are approved for the increased cost associated with upgrading the college’s Blackboard license. Annual license cost will increase from $53,068.85 (August 2016) to $129,722.29 (October 2017).

**Goal 3:** NC-SARA Membership

1. Objectives
2. Complete the process required for membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA), which expedites reciprocity in offering distance education courses in other NC-SARA states (47 of 50).
3. Method of Assessment - The objectives will be met when
	1. NC-SARA membership application and fees are submitted to the Alabama Council on Higher Education (ACHE).
	2. Upon receiving ACHE approval, the application process with NC-SARA, including payment of associated fees, is completed, and NC-SARA membership is obtained.
4. Additional Funding Requests
5. $4000 annual fee for Alabama State Portal Agent (ACHE)
6. $4000 annual fee paid to NC-SARA

**Goal 4:** Enhance accessibility of digital instructional resources.

1. Objectives
2. Pursue resources that will be used to create accessible course materials and provide instructional accommodations.
3. Method of Assessment - The objectives will be met when
	1. Blackboard ALLY is launched.
	2. Improved resources for captioning instructional recordings are acquired.
4. Additional Funding Requests
5. Funding to pursue the DocSoft:AV Caption appliance is approved.

**Goal 5:** Distance Education Organizational Memberships

1. Objectives
2. Quality Matters (QM) and Online Learning Consortium (OLC) are respected organizations. Quality Matters emphasizes course design, while Online Learning Consortium emphasizes program quality. Joining one, or both, organizations could enhance Jefferson State’s distance education courses and programs.

1. Method of Assessment - The objectives will be met when
2. Alan Davis will participate in, “Evaluating the Quality of an Online Program Using the OLC Quality Scorecard,” which is a pre-conference workshop at the December 2017 SACS Annual Meeting. A recommendation on the best course of action, QM or OLC, will be made after the workshop.
3. Additional Funding Requests
	1. Up to $4500 is requested for membership in an organization that will enhance Jefferson State’s distance education program, and related training/implementation expenses.

**Goal 6:**  Upgrade BDH 101 office computer equipment.

1. Objectives
2. Maintain effective computer resources in the Distance Education Division main office.
3. Method of Assessment - The objectives will be met when
	1. Erma Hughes’ office computer is upgraded.
	2. Accessories for Alan Davis’ Surface are acquired.
4. Additional Funding Requests
5. $1,200 is requested to replace the Dell Optiplex 780 that is used by work study students and faculty in BDH 101. If approved, the new desktop will replace the Dell Optiplex 7010 currently used by Executive Secretary Erma Hughes, which has 1 year of warranty remaining, and the Optiplex 7010 will replace the Optiplex 780.
6. $500 is requested to purchase Surface Pro accessories. A $200 Surface Block is a known need for the Surface Alan Davis uses as his primary computer.

**Goal 7:** Full Measure Education implementation.

1. Objectives
	1. Distance Education faculty and staff will work with other areas of the college to support the use of Full Measure Education to improve student success.
	2. Qwickly Attendance enables faculty to take attendance that is automatically recorded in the Blackboard Grade Center. Faculty can create custom attendance statuses, and record attendance using an attendance list on screen, or allow students to check in on their own device/browser, complete with a PIN and countdown timer. This add-on could provide an effective and uniform method of measuring participation through Blackboard, which could prove helpful as the college implements Full Measure Education.
2. Method of Assessment - The objectives will be met when
	1. Engagement in activities that support implementation of Full Measure Education are documented.
3. Additional Funding Requests
	1. $4,600 is requested to purchase Qwickly+ Cloud and Qwickly Attendance Add-Ons for Blackboard Learn.

**Goal 8:** Coordinate Blackboard Learn training sessions with the IT Department.

1. Objectives
2. Prepare faculty to effectively use Blackboard Learn learning management system.
3. Method of Assessment - The objectives will be met when
4. Live training sessions are offered.
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 9:** 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. Fall 2017 – Summer 2019 Internet and hybrid courses are peer reviewed and completed assessment forms are submitted.

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