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| jscc logo | **Goal Progress Report** |

**Program**: Distance Education Division\_\_\_\_\_ **Report Period**: \_\_2016-2017\_\_\_\_

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| **2016-17 Accomplishments** | | | |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Revised Goal 5:** Improve use of standard student orientation materials for courses that use Blackboard 9.  Objective: Create Internet course orientation resources in Blackboard 9 that will help students understand general expectations in courses that use Blackboard 9. | To help students taking JSCC Internet and hybrid courses, the Distance Education Committee approved a standardized course introduction to be used in all summer 2016 Internet and hybrid courses.  The approved design contains seven items that every student in any Internet or hybrid course will be able to find by using a menu link uniformly named Course Introduction.   * Participation Verification (Financial Aid) * On Campus Requirements * Required Course Resources * Official Course Outline, Course Policies and Grading Policies * How We Will Communicate * Navigating The Course * Technical Assistance and Student Resources | 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. | Instructors will continually be encouraged to use and improve information in the Standard Course Introduction in distance education courses. |
| **Goal 6:**  Renew annual licenses and memberships related to the college’s distance education program.  Objective: All annual licenses and memberships related to the college’s distance education program will be renewed for 2016-17. | The Distance Education Division handles annual renewals for the following licenses.   1. Blackboard Learn LMS License – $53,068.85 when renewed August 2016 2. Tegrity Lecture Capture License – $37,202.00 when renewed March 2016 3. Respondus Exam Creation and Management License - $2,095.00 when renewed July 2016 4. Instructional Technology Council (ITC) Membership – $495 when renewed July 2016 | Blackboard, Tegrity and Respondus annual licenses were renewed, along with ITC Membership.   1. Blackboard Learn LMS Renewal extended to October 2017 (See Goal 13)   Amount – $129,722.29   1. Tegrity Lecture Capture  Renewed March 2017   Amount – $37,202.00   1. Respondus Exam Creation Renewed June 2017 Amount - $2,095.00 2. ITC Membership Renewed July 2017   Amount – $495 | Blackboard renewal was pushed to October 2017 to facilitate the college’s migration from self- hosted Blackboard Learn to cloud hosted (SaaS) Blackboard Learn, which is discussed in Goal 13.  The Distance Education Division will continue to handle renewals for Blackboard, Tegrity and Respondus annual licenses, and ITC Membership |
| **Revised Goal 7:** Acquire new computers/devices for Distance Education Division faculty and staff.  Objectives  Determine the best options (desktop, laptop, tablet) for faculty and ITS staff based on daily use. Acquire new computers/devices for six faculty and two ITS staff. Acquire tablets of differing platforms for ITS staff. | Computers used by faculty and staff in the distance education division are approaching the end of life, and need to be replaced. The emergence of new computing technologies will be considered in purchase requests. | Faculty and staff computers were upgraded as follows.  Received HP Laptop Package  Zac Alexander Alberto Luna Shay Culbertson  Received Surface 4 Package  Greg McCallister  Kevin Townes  Matt Boehm  Ann Lyons  Kevin Townes (Also received speaker and projector)  Total - $12,088.82 | Computers will be upgraded upon reaching the end of their useful life, as determined by the IT Department. |
| **Goal 9:** Offer Blackboard 9 Training Sessions  Objective: Prepare faculty to use Blackboard learning management system. | Instructional Technology Specialists (ITS) provide faculty training sessions that contribute to faculty development. Ongoing individual and group training is provided to assist faculty and staff. | Valerie McCombs conducted the following Workshops/Training Sessions.   * Office 365 Workshops   + 4 Sessions at Jefferson Campus, Spring and Summer 2017   + 4 Sessions at Campus, Spring and Summer 2017 * Tackling Technology Presentation in ORI 101 Student Orientation Courses   + Spring 2017 - 2 sessions at Jefferson; 2 sessions at Shelby   + June and July 2017 sessions for Summer Boost Students | Greg McCallister and Valerie McCombs were reassigned to the IT Department in Spring 2017. Both continue to support faculty and students in distance education courses.  Valerie McCombs will provide faculty training in advance of the college’s December 2017 migration from self-hosted Blackboard Learn to cloud hosted Blackboard Learn. |
| **Goal 10:** Continue assessment of Internet and hybrid/blended courses.  Objective: Instructors teaching Internet and hybrid/blended courses will work together to evaluate their courses to insure course objectives and college quality standards are met. | Individual Internet and hybrid/blended courses are periodically evaluated through peer review to maintain integrity and quality, as well as comparability, of distance education courses. The Distance Education Course Evaluation form is used in this process. | Distance Education specialist Valerie McCombs reviewed English Internet courses offered during the 2017 spring semester. | Periodic review of distance education courses is ongoing, and will continue in 2017-18. |
| **Goal 12:** Conduct needs assessment related to lecture capture resources and aging interactive videoconference equipment.  Objectives   1. Determine the state of existing interactive videoconference resources. 2. Determine the state of existing lecture capture resources. 3. Determine current use of both resources. 4. Explore possibilities for expanded use of both resources to meet college-wide needs. 5. Explore alternatives to current approaches and resources that could benefit the college. | Jefferson State has interactive videoconference rooms at each of its four campuses: two each at Jefferson and Shelby, and one each at Pell City and Clanton. These rooms are used to deliver courses and facilitate intercampus meetings.  Cloud based Tegrity lecture capture service is available to instructors who want to create instructional videos for their courses. Tegrity can also be used by students to create recordings, and by instructors as a platform for remote test proctoring. | Videoconference equipment in the most used room at Shelby-Hoover Campus, HSB 335, started to fail during the 2016 fall semester. Shifting equipment from HSB 344 solved the problem, but the incident indicated that broader problems associated with aging equipment were possible. Equipment to modernize HSB 334 was ordered during the 2017 spring semester, and is performing well with existing resources.  Total – $39,735.33 | The IT Department will modernize CH 212, the most frequently used videoconference room at Jefferson Campus in 2017-18. Equipment in CH 212 is in working order, so the upgrade will make resources available to address problems that may arise while the college incrementally upgrades videoconference equipment at other campuses.  Tegrity continues to meet the college’s lecture capture needs. The college is researching accessibility services and resources that are compatible with Tegrity. The possibility of using streaming video tools available through the college’s Office 365 agreement is also being considered. |
| **Goal 13:** Explore the need for LMS Upgrade.  Objectives   1. Determine benefits associated with upgrading to a SaaS LMS model. 2. Determine additional costs associated with such an upgrade. 3. Compare benefits of Canvas, Blackboard Learn/Ultra and other LMS options. 4. Determine faculty interest in an LMS upgrade. | Jefferson State utilizes cloud- based Lecture capture service, and recently deployed Microsoft Office 365. Distance Education and Information Technology are exploring the advantages of migrating from self-hosted Blackboard Learn to a cloud-hosted (SaaS) learning management system. | 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 were 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. | 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. The college plans to launch Blackboard Learn SaaS for use in all spring 2018 courses. Valerie McCombs will provide fall 2017 training to faculty in advance of Blackboard Learn SaaS launch. |