**Distance Education 2017-18 Goal Progress and**

**2018-19 Goal Revisions**

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/or the College’s 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.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Program**: Distance Education Division\_\_\_\_\_ **Report Period**: \_\_2017-2018\_\_\_\_

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| **2017-18 Goal Progress** | | | |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Goal 1:**  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. | The Distance Education Division handles annual renewals for the following licenses.  Blackboard Learn LMS License – 2016-17 extended through September 30, 2017 as part of new Blackboard contract.  Tegrity Lecture Capture License – 2016-17 Renewal: $37,202.00  Respondus Exam Creation and Management License  2016-17 Renewal: $2,095.00  Instructional Technology Council (ITC) Membership  2016-17 Renewal: $495 | The Distance Education Division renewed the following licenses in 2017-18.  Blackboard Learn LMS Renewal under new contract in October 2017. Amount – $129,722.29  Tegrity Lecture Capture contract awarded pursuant to JSCC Bid #18-010. 2017-18 Prorated Renewal Amount – $17,060.00  Respondus Exam Creation Renewed June 2018. Amount - $2,095.00  ITC Membership Renewed July 2018. Amount – $495 | Blackboard and Tegrity renewals now occur in October, at the beginning of the fiscal year.  The Distance Education Division will continue to handle renewals for Blackboard, Tegrity and Respondus annual licenses, along with ITC and NC-SARA (goal 3 membership renewals. |

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| **Goal 2:** Migration from self-hosted Blackboard Learn to cloud-hosted Blackboard Learn (SaaS).  Objectives  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.  Valerie McCombs will provide fall 2017 training to faculty in advance of Blackboard Learn SaaS launch.  The college plans to launch Blackboard Learn SaaS for use in all spring 2018 courses. | 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. 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. | Jefferson State’s Blackboard course data was successfully migrated from JSCC servers to Blackboard Cloud storage during the 2017 fall semester. Faculty were advised of progress throughout the semester.  Valerie McCombs conducted fall 2017 training sessions to prepare faculty for changes associated with migration to Blackboard Learn SaaS.  Full migration to Blackboard Learn SaaS occurred in December 2017, after grades for the fall semester were reported. Blackboard Learn shells in the SaaS production environment were available for all 2018 spring courses by the end of December 2017. | The college successfully transitioned from self-hosted Blackboard Learn to Blackboard Learn SaaS for the 2018 spring semester. Blackboard Ally is activated and direct data access has been utilized to facilitate implementation of Full Measure Education.    Valerie McCombs continues to prepare faculty resources and provide faculty training.  The benefits of implementing Blackboard Ultra and adding Blackboard Collaborate to the college’s license will be explored. |
| **Goal 3:** NC-SARA Membership  Objectives  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. | NC-SARA membership provides the following benefits to institutions with distance education programs.     * Enables more efficient provision of distance education to a broader market. * Reduces number of other-state regulations to continually monitor and track. * Reduces number of applications and individual state requirements. * Reduces costs | NC-SARA membership application and fees were submitted to the Alabama Council on Higher Education (ACHE), which is the Alabama State Portal Agent. The annual State Portal Agent fee, $4000, was provided to ACHE.  Upon receiving ACHE approval, the college completed remaining steps, including payment of the $4000 fee to NC-SARA. | Final approval of Jefferson State’s NC-SARA membership was received in January 2018. Annual renewal will be processed through the Distance Education Division.  NC-SARA annual reports were submitted in June 2018. |

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| **Goal 4:** Enhance accessibility of digital instructional resources.    Objectives  Pursue resources that will be used to create accessible course materials and provide instructional accommodations. | The college is committed to providing accessible instructional materials to students registered in all courses, independent of instructional delivery method. | The college added Blackboard ALLY to its LMS agreement. ALLY was launched in fall 2017.  Pursuant to JSCC Bid #18-006,  the college awarded a contract to Automatic Sync/Caption Sync to provide “as-needed” captions for audio/visual resources. The college awarded the hardware/ appliance portion of the bid to Docsoft Inc, and has purchased the DocSoft:AV appliance for $21,700. | Improved use of Blackboard ALLY will be pursued in 2018-19.  The college will bring the DocSoft:AV appliance on-line in the 2018-19 academic year. This will include workflow integration with Tegrity lecture capture. |
| **Goal 5:** Distance Education Organizational Memberships  Objectives  Acquire Quality Matters (QM) and/or Online Learning Consortium (OLC) institutional membership. | 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. | Alan Davis participated in the following pre-conference workshop at the December 2017 SACS Annual Meeting, “Evaluating the Quality of an Online Program Using the OLC Quality Scorecard.”  Alan Davis attended the April 2018 OLC Innovate Conference in Nashville.  The OLC Handbook for implementation of the Quality Scorecard is being reviewed. | The college plans to pursue OLC Institutional membership at the beginning of the 2018-19 fiscal year. |
| **Goal 6:**  Upgrade BDH 101 office computer equipment.  Objectives  Maintain effective computer resources in the Distance Education Division main office. | The Dell Optiplex 7010 currently used by Executive Secretary Erma Hughes and the Dell Optiplex 780 used by work study students in the distance education division are approaching the end of life. | An HP Elitedesk computer originally intended for LWH 319 was not needed for its original purpose. This will be the new desktop computer for Executive Secretary Erma Hughes. The Dell Optiplex 7010 currently used by Executive Secretary Erma Hughes will be moved to the work study office.  Surface Components  Jefferson Surface Dock $160.87  Surface Arc Mouse $81.49  Shelby Surface Dock $162.41 | Computers and office equipment will be upgraded upon reaching the end of their useful life and according to the college’s established upgrade policies. |
| **Goal 7:** Full Measure Education implementation.  Objectives  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. | Jefferson State is proceeding with implementation of the Full Measure (FME) student app. | The Distance Education Division collaborated with IT and Enrollment Services to pilot FME intervention messages to students in Internet courses. | The Distance Education Division will continue to support FME implementation.  To support FME functionality, Qwickly Attendance was researched, but not purchased, because Blackboard released an improved attendance tool that could serve the college’s needs. |

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| **Goal 8:** Coordinate Blackboard Learn training sessions with the IT Department.  Objectives  Support faculty in the effective use of Blackboard Learn LMS. | 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 provided the following support and training.  Conducted workshops/training sessions in November and December of 2017 to prepare faculty for spring 2018 implementation of Blackboard Learn SaaS. 89 participants received training at sessions scheduled at Jefferson Campus and Shelby-Hoover Campus sessions.  Conducted 2018 Blackboard, Skype for Business and Tegrity training sessions at the Jefferson, Shelby-Hoover and Pell City Campuses (47 participants).  Created instructional materials to support full implementation of the standardized Blackboard participation verification quiz, and installed the quiz in over 250 Blackboard shells used in fall 2018 Internet and hybrid courses.  Presenting member discussing Blackboard Attendance in August 13-16 faculty professional development sessions attended by 93 faculty and staff Clanton, Jefferson, Shelby and Pell City Campuses.  Conducted one-on-one training as needed. | Additional support and training will be provided in 2018-19. |

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| **Goal 9:** Continue assessment of Internet and hybrid/blended courses.  Objectives  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. | Peer review forms for spring 2018 Internet courses were completed by faculty teaching Art, Astronomy, Biology, Business, Child Development, Computer Science, Economics, English, Funeral Services, Geography, Health, History, Mathematics, Music, Office Administration, PTA, Psychology, Sociology, Speech, and Theatre courses. | Periodic review of distance education courses is ongoing, and will continue in 2018-19. OLC Quality Scorecards are being reviewed for future use in review processes. |

**Revised Distance Education Strategic Plan Goals for September 2018 – August 2019**

**Revised 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
      5. NC-SARA Membership
      6. DocSoft:AV Warranty and Maintenance Agreement
4. Additional Funding Requests
5. No additional funds are required for existing license renewals or existing memberships.

**Completed 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. No additional funding is requested.

**Completed 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.
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. No additional funding is requested.

**Revised 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. Expanded and improved use of Blackboard ALLY occurs.
   2. The DocSoft:AV appliance is installed and functional.
   3. Workflow integration of the DocSoft:AV appliance with Tegrity lecture capture is established.
4. Additional Funding Requests
5. No additional funding is requested.

**Revised 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. Membership in 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. OLC institutional membership is obtained at the beginning of the 2018-19 fiscal year.
3. The benefits of QM membership will be evaluated.
4. 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.

**Completed 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. No additional funding is requested.

**Continuing 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. 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. $4,900 is requested to purchase Qwickly Add-Ons for Blackboard Learn, if a need is identified. 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.

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

1. Objectives
2. Support faculty in the effective use of Blackboard Learn LMS.
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 is requested.

**Continuing 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 2018 – Summer 2019 Internet and hybrid courses are peer reviewed and completed assessment forms are submitted.

1. Additional Funding Requests
2. No additional funding is requested.