Distance Education Division

September 2020 – August 2021 Strategic Plan Goals Revision

**2019 – 2020 Goals Progress and Other Accomplishments**

The following licenses and memberships were renewed. **This completes Strategic Plan Goal 1**.

* NC-SARA Membership
* Tegrity Lecture Capture License
* Instructional Technology Council Membership
* Respondus Exam Creation and Management License
* Online Learning Consortium Membership

Techsmith Relay (renamed Knowmia in May 2020) was selected through a bid process as the lecture capture service to replace Tegrity. **This completes Strategic Plan Goal 2**.

* The JSCC Knowmia site was launched in February 2020.
* Knowmia SSO integration and LTI integration with Blackboard were quickly completed.
* Alan Davis, Valerie McCombs, and Colin Eubanks completed initial training.
* In April 2020, videos exported from Tegrity became available to instructors in Knowmia.
* Resources to help instructors get started with were distributed in spring 2020 while the College was adjusting to Covid-19, which contributed to rapid adoption.
* The JSCC Tegrity site remained functional through July 2020, allowing instructor to use Tegrity or Knowmia in 2020 summer courses. Tegrity was not available for 2020 fall courses, making Knowmia the College’s lecture capture service.

Honorlock was selected as the online proctoring service for Veterinary Technology courses. **This completes Strategic Plan Goal 3**.

* Faculty in Veterinary Technology selected Honorlock as the online proctoring service for spring 2020 courses.
* The College established an agreement with Honorlock and provided service to students in 2020 spring and summer Veterinary Technology courses.
* Faculty in the Veterinary Technology Program are satisfied with Honorlock service. Experience gained through the two-semester pilot helped inform decisions about online proctoring related to Covid-19.

Alan Davis attended an ALCTL meeting at Trenholm State Community College where Chris Alexander, ACCS Virtual College Programs, discussed the following topics: **This contributes to Strategic Plan Goal 4**.

* ACCS acquisition of Quality Matters System Level Membership that provides QM membership for all ACCS Colleges.
* ACCS acquisition of Blackboard ALLY license that provides service to all ACCS Colleges.
* Tentative plans for a process to select one LMS, one online proctoring service, and one online tutoring service that would be used by all ACCS Colleges.

Correspondence with Chris Alexander and distance education directors at ACCS Colleges was ongoing during the spring 2020 shift to online learning in response to Covid-19 and included discussion of ACCS shared services for distance education.

Alan Davis, Valerie McCombs and IT Staff provided online resources and remote assistance to instructors and students shifting to online learning during spring 2020 Covid-19 adjustments.

Zac Alexander contributed to the Dual Enrollment Program by teaching courses at high schools, and helped organize the 2019 Constitution Day Program.

Alberto Luna and Shay Culbertson represented Jefferson State at Fiesta Birmingham 2019.

Executive Secretary Erma Hughes retired from the College in spring 2020. Lesia Jones was hired in an L-19 capacity to handle the online course schedule and provide support for staff in the division.

The QEP Impact Report written by Alan Davis was accepted without comment by SACS-COC as part of the College’s fifth-year report.

Alan Davis served as the College’s MTH 110 representative at the spring 2020 ACCS Curriculum Review Meeting for Math and Literature. Significant changes to the MTH 110 outline resulted from the meeting.

**Revised Goals for September 2020 – August 2021**

**Goal 1(Ongoing):**  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. Knowmia Lecture Capture License
      3. Respondus Exam Creation and Management License
      4. Respondus LockDown Browser With Monitor
      5. Instructional Technology Council Membership
      6. Online Learning Consortium Membership
      7. NC-SARA Membership
4. Additional Funding Requests
5. No additional funds are required for other license renewals.

**Goal 2(Completed):** Migration from Tegrity lecture capture to new lecture capture service before July 2020.

1. Objectives
2. Distance Education and IT will work together to create bid specs that will be used to select a lecture capture service to replace Tegrity lecture capture, which will be discontinued by McGraw Hill in July 2020.
3. Distance Education and IT will work with Tegrity and the new service to migrate recordings from Tegrity to the new lecture capture system.
4. Distance Education and IT will assist faculty using the new service, with the goal of making the new service reliable for delivering content in 2020 summer courses.
5. Method of Assessment - The objectives will be met when
6. The new lecture capture service is selected and implemented.
7. Content is successfully migrated from Tegrity to the new service.
8. Training sessions for faculty are provided.
9. Faculty can use the new service to deliver recorded instructional content.
10. Additional Funding Requests
    1. Funds are approved for the increased cost associated with implementing a new lecture capture service.

**Goal 3(Completed):** Assist Veterinary Technology faculty in selecting and implementing an online proctoring service.

1. Objectives
2. Veterinary Technology faculty have used Tegrity lecture capture to record students while they complete online assessments. The end of Tegrity service creates a need to identify and implement an online proctoring system for use in Veterinary Technology courses.
3. Method of Assessment - The objectives will be met when
   1. An online proctoring system is identified for use.
   2. The new system is implemented in Veterinary Technology courses.
4. Additional Funding Requests
5. No additional funds are needed at this time.

**Goal 4(Revised):** Implement distance education initiatives being pursued by ACCS Virtual College Programs.

1. Objectives
2. ACCS Virtual College Programs is moving forward with plans to acquire shared services. This should result in implementation of a system-level LMS, a new online tutoring service, and an online proctoring service.
3. Method of Assessment - The objectives will be met when
4. Participate in meetings and correspondence where ACCS distance education initiatives are discussed.
5. Promote participation in vendor presentations associated with the selection of a system-level LMS, a new online tutoring service, and an online proctoring service.
6. Implement system-level services at Jefferson State.
7. Provide training associated with implementation of system-level services.
8. Additional Funding Requests
9. The cost of system-level services should be covered by ACCS.

**Goal 5(New):** Coordinate faculty participation in Quality Matters (QM) training courses and promote implementation of QM standard in course design.

1. Objectives
2. Jefferson State is a QM member by way of ACCS system membership. Faculty who will regularly teach Internet or hybrid courses are expected to complete the Quality Matters training with the goal of preparing courses for QM peer review and certification. JSCC faculty are completing APPQMR (Applying the QM Rubric), but ACCS expectations related to the appropriateness of this course seem to be changing. ACCS expectations will be monitored with the goal of enrolling faculty in the QM course that is deemed appropriate.
3. Method of Assessment - The objectives will be met when
   1. ACCS QM training expectations are clarified and implemented.
   2. All faculty who regularly teach Internet or hybrid courses complete ACCS QM training requirement.
   3. Faculty implementation of QM standards in course design is occurring.
4. Additional Funding Requests
5. No additional funds are required at this time.

**Goal 6(New):** Hire an Instructional Design Specialist

1. Objectives
2. Fill the full-time instructional design specialist position approved in spring 2020.
3. Method of Assessment - The objectives will be met when
   1. A full-time instructional design specialist is hired.
4. Additional Funding Requests
5. No additional funds are required at this time.

**Goal 7(New):** Provide professional development specific to engagement in online instruction.

1. Objectives
2. Instructors teaching 2020 courses will complete workshops designed to enhance engagement in online courses.
3. Method of Assessment - The objectives will be met when
   1. Instructors teaching 2020 fall courses are enrolled in and completing the following Online Learning Consortium self-paced courses

* Strategies for Increasing Interaction & Engagement Self-Paced Workshop
* Fundamentals: Giving Effective Feedback Self-Paced Workshop
* ADA & Web Accessibility Self-Paced Workshop

1. Additional Funding Requests
2. Sufficient funds are approved for this project.