Distance Education Division

September 2022 – August 2023 Strategic Plan Goals Revision

**2021 – 2022 Goals Progress and Other Accomplishments**

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

* Knowmia Lecture Capture License
* YuJa Lecture Capture License
* Respondus Exam Creation and Management License
* Respondus LockDown Browser with Monitor
* Instructional Technology Council Membership
* Online Learning Consortium Membership
* NC-SARA Membership

Data was migrated from Jefferson State’s Blackboard cloud to the Alabama Community College System (ACCS) Blackboard cloud during the 2021 fall semester. Spring 2022 courses used ACCS Blackboard course shells. ACCS currently pays for Blackboard Learn LMS and related Blackboard services.

The College established an agreement with Honorlock that made Honorlock online proctoring service available to all instructors. Respondus Monitor was not renewed after July 2022.

YuJa was selected through a bid process as the lecture capture service to replace TechSmith Knowmia. **This completes Strategic Plan Goal 2**.

* The JSCC YuJa site was launched in March 2022.
* YuJa SSO integration with JSCC credentials and LTI integration with ACCS Blackboard were quickly completed.
* Alan Davis, LaTonya Jones, and Valerie McCombs completed initial training.
* Courses exported from Knowmia in April 2022 became available to instructors in YuJa in June.
* YuJa instructor training was provided during the 2022 spring and summer semesters.
* The JSCC Knowmia functioned through the end of August 2022, after which YuJa became the College’s lecture capture service.

The following opportunities were promoted to faculty, **advancing Strategic Plan Goal 3, which is ongoing for 2022-23**.

* Auburn University-Montgomery virtual OER conference, November 11, 2021
* Open Education Southern Symposium, July 19, 2022
* ACHE/ACCS OER Grant Program

JSCC instructors were registered in Quality Matters courses offered by Gadsden State Community College, **advancing Strategic Plan Goal 4**.

* September/October 2021 – 7 instructors completed APPQMR
* October/November 2021 – 10 instructors completed APPQMR
* January 2022 – 3 instructors completed APPQMR
* February 2022 – 5 instructors completed APPQMR
* March 2022 – 2 instructors completed DYOC
* April 2022 – 1 instructor completed DYOC

LaTonya Jones and Valerie McCombs conducted the following Workshops/Training Sessions via Zoom, **advancing Strategic Plan Goal 5, which is ongoing for 2022-23**.

* November 2021, Universal Design and ALLY
* November 2021, Make Accessible PDFs Using Microsoft Word, Part 1
* February 2022, Universal Design and ALLY
* March 2022, Make Accessible PDFs Using Microsoft Word, Part 1
* March 2022, Make Accessible PDFs Using Microsoft Word, Part 2
* April 2022, Make Existing PDFs Accessible
* May 2022, Make Scanned PDFs Accessible

Alan Davis, LaTonya Jones, and Valerie McCombs supplied information leading to:

* Approval to proceed with the OSCQR rubric for distance education course evaluation.
* A proposal by the Dean of Instruction to adopt a common Blackboard course shell and a common syllabus template.
* Development of curriculum to improve distance education instructor training.

Alan Davis, LaTonya Jones, Valerie McCombs provided technical support to ADA in fulfilling requests to caption media resources and improve accessibility of resources in distance education courses.

Valerie McCombs attended the July Anthology/Blackboard Conference in Orlando, Florida.

Valerie McCombs completed OLC New To Online Essentials Part 1.

LaTonya Jones complete Bb Administrator Training (Fall 2021) and the following OLC Workshops.

* Strategies for Increasing Interaction and Engagement
* Giving Effective Feedback
* ADA & Web Accessibility
* New To Online Essentials Part 1
* New To Online Essentials Part 2

Alan Davis participated in spring 2022 ACCS Distance Education Advisory Committee meetings. Issues addressed include:

* Creation of system-level definitions for distance education course types.
* Ending ACCS system-level Quality Matters membership in April 2023.
* Development of system-level expectations and best-practices rubric for distance education courses.

Alan Davis attended the spring 2022 Teaching, Learning and Design Conference at Calhoun Community College and participated in OLC workshops.

Zac Alexander contributed to the dual enrollment program by teaching courses at high schools, taught Internet HIS 101 and HIS 102 in 5-week formats, and helped organize the 2021 Constitution Day Program.

Alberto Luna and Shay Culbertson represented Jefferson State at Fiesta Birmingham 2021.

Faculty assigned to the Distance Education Division were reassigned as follows:

* History instructor Zac Alexander was reassigned to Shelby Campus Liberal Arts.
* Spanish instructor Alberto Luna was reassigned to Shelby Campus Communications.
* Spanish instructor Shay Culbertson was reassigned to Jefferson Campus Communications.
* Chemistry and physical science instructor Ann Lyons was reassigned to Jefferson Campus Mathematics, Engineering, and Physical Sciences before retiring at the end of the 2022 spring semester.

**Revised Goals for September 2022 – August 2023**

**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. The following licenses and memberships are renewed for the academic year.
		* YuJa Lecture Capture License
		* Respondus Exam Creation and Management License
		* Honorlock Online Proctoring
		* Instructional Technology Council Membership
		* Online Learning Consortium Membership
		* NC-SARA Membership
4. Additional Funding Requests
5. No additional funds are required for license renewals.

**Revised Goal 2:** Provide YuJa workshops that address advanced features.

1. Objectives
2. Faculty will have opportunities to participate in workshops that cover advanced features like video editing, engagement features, and assessment features.
3. Method of Assessment - The objectives will be met when
4. Workshops addressing advanced features are scheduled with YuJa support.
5. Additional Funding Requests
6. No additional funds are needed.

**Goal 3:** Promote awareness and adoption of electronic instructional resources that replace paper texts.

1. Objectives
2. Promote awareness of electronic open education resources (OER) available at no cost under Creative Commons Licenses and paid publisher provided resources.
3. Method of Assessment - The objectives will be met when
	1. Open Education Resources (OER) that are high-quality and available to students at no cost are available for many courses offered by the College.
4. Additional Funding Requests
5. No additional funds are required at this time.

**Revised Goal 4:** ACCS Quality Matters membership will not be renewed after April 2023. Instead of coordinating faculty participation in Quality Matters (QM) training courses and promoting implementation of QM standard in course design, the open source OSCQR rubric will be promoted and used for assessment.

1. Objectives
2. Faculty will be made aware of the OSCQR course rubric and accompanying resources.
3. Faculty will begin self-review of distance education courses using the OSCQR rubric.
4. Distance education support staff will begin working with faculty to formally review distance education courses using the OSCQR rubric.
5. Method of Assessment - The objectives will be met when
	1. Faculty self-review of distance education courses using the OSCQR rubric is occurring.
	2. Distance education support staff are working with faculty to formally review distance education courses using the OSCQR rubric.
6. Additional Funding Requests
7. No additional funds are required at this time.

**Goal 5:** The distance education support team will provide faculty and staff training.

1. Objectives
2. Instructional Technology Specialist Valerie McCombs reassigned from IT to Distance Education in October 2020. Instructional Design Specialist LaTonya Jones was hired in July 2021. Valerie and LaTonya will work together to provide faculty training resources related to effective use of technology and implementation of sound course design principles.
3. Method of Assessment - The objectives will be met when
4. Training sessions are offered every semester.
5. Online training resources are available through the College webpage or appropriate repositories.
6. Feedback from faculty indicates training needs are met.
7. Additional Funding Requests
8. No additional funding needed.