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

**Program**: Distance Education Division\_\_\_\_\_ **Report Period**: \_\_2020-2021\_\_\_\_

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| **2020-21 Accomplishments** | | | |
| **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. | The Distance Education Division handles annual renewals for the following licenses.   * Blackboard Learn LMS License * Knowmia 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   All annual licenses and memberships related to the College’s Distance Education Program will be renewed for 2021-22. | The following licenses and memberships were renewed.   * Blackboard Learn LMS License * Knowmia 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 | The Distance Education Division will continue to handle renewals for licenses related to delivery of distance education courses.  Jefferson State’s Blackboard LMS service should be provided by ACCS for the next three years.  Data is being migrated from Jefferson State’s Blackboard cloud to the Alabama Community College System (ACCS) Blackboard cloud. Spring 2022 courses should use ACCS Blackboard course shells.  The College established an agreement with Honorlock that made Honorlock online proctoring service available to all instructors in August 2021. |

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| **Goal 4:** Implement distance education initiatives being pursued by ACCS Virtual College Programs. | 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.   * Participate in meetings and correspondence where ACCS distance education initiatives are discussed. * Promote participation in vendor presentations associated with the selection of a system-level LMS, a new online tutoring service, and an online proctoring service. * Implement system-level services at Jefferson State. * Provide training associated with implementation of system-level services | ACCS issued RFPs for system level LMS, online tutoring service, and online proctoring service, then selected qualifying vendors to give virtual presentations in September 2020.  LMS Presentations   * Blackboard * Canvas * Desire2Learn * Moodle   Online Tutoring Presentations   * Net Tutor * TutorMe * Tutor.com   Online Proctoring Presentations   * SmarterServices * Honorlock * Proctorio * ProctorU   Presentation participation information was shared with 2020 fall instructors, followed by links to recorded presentations. | ACCS announced selection of the following system-level services in November 2020.   * Blackboard Learn * Tutor.com * Honorlock   The College had an existing agreement with Honorlock and moved quickly to expand service under the ACCS agreement. The College also implemented Blackboard Ultra Base Navigation to help faculty prepare for the ACCS environment. Alan Davis and Michael Payne scheduled meetings with Tutor.com and prepared to implement service in 2021 spring courses. Implementation measures were suspended when ACCS announced that the Honorlock and Tutor.com contracts were suspended. The Blackboard contract was retained to provide multi-tenant service to 11 ACCS schools, including Jefferson State. JSCC IT worked with ACCS IT to prepare integrations and course data migration for 2021 fall implementation of ACCS Blackboard. Launch was eventually postponed to spring 2022. |

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| **Goal 5:** Coordinate faculty participation in Quality Matters (QM) training courses and promote implementation of QM standard in course design. | 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. | Alan Davis completed Quality Matters Coordinator Training in October 2020.    Valerie McCombs completed APPQMR in December 2020. Alan Davis completed APPQMR in February 2021, then wrote an APPQMR success guide that was adopted by ACCS facilitators for use in future courses.  JSCC instructors completed the following QM courses.   * April 2021 – 10 instructors completed APPQMR * May 2021 – 19 instructors completed APPQMR * July 2021 – 15 instructors completed APPQMR * August 2021 – 2 instructors completed APPQMR | ACCS Distance Education staff changes disrupted the summer 2021 APPQMR enrollment process. More instructors will complete APPQMR in the 2021-22 academic year. |
| **Goal 6:** Hire an Instructional Design Specialist | A full full-time instructional design specialist position approved in spring 2020. The position was posted but the search was unsuccessful. | LaTonya Jones was hired in July 2021 as Instruction Design Specialist. | In addition to filling the instructional design specialist position, Valerie McCombs was reassigned from the IT Department to the Distance Education Division. |

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| **Goal 7:** Provide professional development specific to engagement in online instruction. | Instructors teaching 2020 courses will complete workshops designed to enhance engagement in online courses. | 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 | This project was started in July 2020 when the College purchased 450 seats in OLC workshops. The College ultimately purchased 740 workshop seats totaling $77,000. Completion was tracked through associate dean reporting lines. 733 workshop registrations were processed resulting in 672 successful workshop completions (91.7% success). |