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

 **Program**: Distance Education Division\_\_\_\_\_ **Report Period**: \_\_2021-2022\_\_\_\_

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| **2021-22 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 (ACCS Should Cover This Going Forward)
* Lecture Capture License
* Respondus Exam Creation and Management License
* Instructional Technology Council Membership
* Online Learning Consortium Membership
* NC-SARA Membership

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. * Knowmia Lecture Capture License (Service Ending August 2022)
* YuJa Lecture Capture License (New Service)
* 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.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 makes Honorlock online proctoring service available to all instructors (August 2021-September 2022). Respondus Monitor was not renewed after July 2022. |
| **Goal 2:** Migration from TechSmith Knowmia to a new lecture capture service before August 2022. | TechSmith Knowmia was adopted as the College’s lecture capture service in spring 2020. In spring 2021, TechSmith announced that Knowmia service would be discontinued at the end of August 2022. This made it necessary for the College to identify and implement a new lecture capture service.* Distance Education and IT will work together to create bid specs that will be used to select a lecture capture service to replace TechSmith Knowmia, which will be discontinued by TechSmith in August 2022.
* Distance Education and IT will work with TechSmith and the new service to migrate recordings from Knowmia to the new lecture capture system.
* The Distance Education support team will assist faculty using the new service, with the goal of making the new service reliable for delivering content in 2022 summer courses.
 | YuJa was selected through a bid process as the lecture capture service to replace TechSmith Knowmia. * 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 distance education support team will assist instructors moving from Knowmia to YuJa. Additional YuJa training sessions will be offered. |

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| **Goal 3:** Promote awareness and adoption of electronic instructional resources that replace paper texts. | Promote awareness of electronic open education resources (OER) available at no cost under Creative Commons Licenses and paid publisher provided resources.  | The following opportunities were promoted to faculty.* Auburn University-Montgomery virtual OER conference, November 11, 2021
* Open Education Southern Symposium, July 19, 2022
* ACHE/ACCS OER Grant Program
 | This goal is ongoing. Instructors in different departments are incorporating OER resources to reduce or eliminate textbook costs. The College Librarian promotes the use of OER and creates webpages to support instructors using OER.Guidelines for adopting OER textbooks/resources were included in a broader discussion of the College’s textbook adoption policy.  |
| **Goal 4:** 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. 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. | JSCC instructors completed the following QM courses.* September 2021 – 6 instructors completed APPQMR
* October 2021 – 8 instructors completed APPQMR
* November 2021 – 2 instructors completed APPQMR
* January 2022 – 4 instructors completed APPQMR
* February 2022 – 5 instructors completed APPQMR
* March 2022 – 2 instructors completed DYOC
 | The ACCS Distance Education Advisory Committee began meeting regularly during the 2022 spring semester. The committee discussed Quality Matters in several meetings. Based on these discussions, ACCS decided to end system-level QM membership in April 2023. The committee will undertake development of guidelines and recommended practices for distance education courses in the 2022-23 academic year. Jefferson State will move from Quality Matters to the open source SUNY OSCQR rubric for evaluation of distance education courses. |

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| **Goal 5:** The distance education support team will provide faculty and staff training. | Instructional Technology Specialist Valerie McCombs and Instructional Design Specialist LaTonya Jones will work together to provide faculty training resources related to effective use of technology and sound course design principles. Training sessions will be offered every semester. Online training resources will be available through the College webpage or appropriate repositories. Feedback from faculty will be sought to guide training needs. | The following professional development sessions were offered.* 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
 | This goal is ongoing. An instructional design survey was conducted during the 2022 summer semester to determine faculty proficiency and interest in different topics. Survey results will be used to guide fall 2022 professional development sessions.  |