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

**Program**: Distance Education Division\_\_\_\_\_ **Report Period**: \_\_2022-2023\_\_\_\_

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| **2022-23 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.   * Lecture Capture License * Respondus Exam Creation and Management License * Instructional Technology Council Membership * Online Learning Consortium Membership * NC-SARA Membership * Honorlock online proctoring service   Annual licenses and memberships related to the College’s distance education program will be renewed for 2022-23. | The following licenses and memberships were renewed.   * YuJa Lecture Capture License * Respondus Exam Creation and Management License * Online Learning Consortium Membership * NC-SARA Membership * Honorlock online proctoring service | The Distance Education Division will continue to handle renewals for licenses related to delivery of distance education courses. |

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| **Goal 2:** Provide YuJa workshops that address advanced features. | * Faculty will have opportunities to participate in workshops that cover advanced features like video editing, engagement features, and assessment features. | Zoom based YuJa workshops addressing advanced features were offered during December 2022 faculty duty days.   * A session covering video quizzes and analytics was offered Monday, December 19 * A session covering the video editor and video commenting was offered Tuesday, December 20 * A session covering course channels was offered Wednesday, December 21 * All sessions were recorded and archived for future use | The distance education support team will assist instructors using YuJa. Additional YuJa training sessions will be scheduled. |

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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. | No specific progress was made with this goal. | 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. |
| **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. | * Faculty will be made aware of the OSCQR course rubric and accompanying resources. * Faculty will begin self-review of distance education courses using the OSCQR rubric. * Distance education support staff will begin working with faculty to formally review distance education courses using the OSCQR rubric. | * Instructors teaching fall 2022 distance education courses were provided with information about the interactive OSCQR rubric and encouraged to complete an OSCQR self-review for one of the courses they were teaching. 32 instructors participated in the self-review process, submitting rubrics for 37 courses. * Valerie McCombs and Alan Davis completed the May 8 – June 4 Online Learning Consortium Course Quality Review Workshop that provides guidance in using and customizing the OSCQR rubric. LaTonya Jones plans to complete the workshop during the fall semester. | The distance education team prioritized fall 2023 implementation of the standardized Blackboard course design and standard course syllabus during the spring and summer semesters. Online courses are being reviewed during the 2023 fall semester to determine where instructors need assistance meeting expectations. Faculty who have achieved these objectives should be able to participate in OSCQR course review during the 2023-24 academic year. |

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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. | Training sessions were offered throughout the academic year. Topics included   * Using Blackboard tools that promote regular and substantive interaction (RSI) in distance education courses * Implementing the standardized Blackboard course design * Implementing the standardized syllabus template   Training sessions and resources are listed below. | This goal is ongoing. The distance education team is reviewing use of the standardized Blackboard course design and the standardized syllabus template in fall 2023 courses. Individual assistance and training sessions will be offered to help instructors meet expectation. |

LaTonya Jones Training Sessions and Resources

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| Training Session Title (Offered Using Zoom) | Date | Confirmed Attendance |
| RSI: Blackboard Announcements | 9/8/2022 | 7 |
| RSI: Blackboard Announcements | 9/9/2022 | 4 |
| RSI: Timely Feedback/Office Hours | 9/15/2022 | 4 |
| RSI: Blackboard Collaborate | 9/27/2022 | 6 |
| RSI: Blackboard Collaborate | 9/30/2022 | 3 |
| RSI: Set up a Discussion Board in Blackboard | 10/4/2022 | 3 |
| RSI: Set up a Discussion Board in Blackboard | 10/7/2022 | 4 |
| RSI: Write Thoughtful Discussion Questions | 10/18/2022 | 5 |
| RSI: Write Thoughtful Discussion Questions | 10/21/2022 | 3 |
| RSI: Use Rubrics to Grade Discussions | 11/3/2022 | 4 |
| RSI: Create Rubrics to Grade Discussions | 11/15/2022 | 2 |
| RSI: Attach Rubrics to Discussions | 11/29/2022 | 6 |
| RSI: Attach Rubrics to Discussions | 12/2/2022 | 3 |
| RSI: Talk to Students About Discussion Board Netiquette | 12/6/2022 | 2 |
| New Course Shell Training | 6/8/2023 | 17 |
| New JSCC Syllabus Template Training | 6/15/2023 | 3 |
| New Course Shell Training | 6/21/2023 | 7 |
| New Course Shell Training | 6/30/2023 | 10 |
| New JSCC Syllabus Template Training | 7/7/2023 | 8 |
| New Course Shell Training | 7/11/2023 | 15 |
| New Course Shell Training | 7/14/2023 | 4 |
| New JSCC Syllabus Template Training | 7/18/2023 | 6 |
| New JSCC Syllabus Template Training | 7/20/2023 | 3 |
| New Course Shell Training | 7/21/2023 | 1 |
| New Course Shell Training | 8/4/2023 | 1 |
| New JSCC Syllabus Template Training | 8/9/2023 | 2 |

Instructional Design Training Organization - <https://jeffersonstate.blackboard.com/ultra/organizations/_100173_1/cl/outline>

New Course Shell and Syllabus Template training video playlist - <https://jeffersonstate.yuja.com/V/PlayList?node=35220555&a=698680074&autoplay=1>

JSCC Teaching and Learning Center web page - <https://library.jeffersonstate.edu/TLC>

Valerie McCombs Training Sessions and Resources

Blackboard Training for Nursing, January 19, 2022 – Zoom - 2 Participants

Course Template Training, June 27, 2023 – Zoom – 14 Participants

Course Template Training, July 13, 2023 – Zoom – 15 Participants

Sign-Up and Training Materials including Zoom presentations posted to the D.E. Instructor Resources Web Page: <https://www.jeffersonstate.edu/resources-for-instructors-de/>