Mt. San Antonio College
Update to Academic Senate – June 2012

Distance Learning Committee

Contact & Resources Information

Program: Distance Learning

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Committee: Distance Learning Committee

Members: Meghan Chen and Mary Johnson, co-chairs, Members: Michael Dowdle, Paul Kittle, Jean Garrett, Jill Wilkerson, Will Daland, Edwin Estes, Sandra Weatherilt, Rich Patterson, Shanti Atashpoush, Carol Webster

URLs:

Distance Learning Committee Home Page	http://www.mtsac.edu/instruction/learning/dlc/
Distance Learning Program Home Page	http://www.mtsac.edu/instruction/learning/distlearn/
Distance Learning Program Faculty Resources Page	http://www.mtsac.edu/instruction/learning/olsc/facultyresources.html
Distance Learning Program Student Resources Page	http://www.mtsac.edu/instruction/learning/distlearn/
Online Learning Support Center Home Page	http://www.mtsac.edu/instruction/learning/olsc
Classroom Visitation Evaluations of Distance Learning Faculty	For Classroom evaluations, send a request to DLVisits@mtsac.edu listserv
Student Evaluations of Distance Learning Faculty	Both students and faculty receive email messages with specific dated information on the evaluation process. Faculty will get twice weekly updates during the evaluation period.
Skills & Pedagogy for Online Teaching (SPOT)	http://www.mtsac.edu/instruction/learning/dlc/spot/
Blackboard / Moodlerooms Login (through MtSAC Portal)	https://myportal.mtsac.edu

Distance Learning Committee Purpose and Function

PURPOSE: The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend and promote best practices and new opportunities for distance learning and teaching.

FUNCTION: The Committee's functions are to

- evaluate and recommend approval of Distance Learning Course Amendment Forms

- recommend policy changes pertaining to distance learning

- evaluate and promote a variety of effective practices and standards for distance learning

- provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning

Program Mission

The mission of the Distance Learning Program is to foster and promote innovation, excellence, and best practices for online instruction, to provide Mt. SAC faculty with assistance, leadership, expertise, and training in new online teaching and learning technologies, including use in the traditional classroom.

Number of Students Served in 2011-2012

This information is available through ARGOS reports from Banner.

Term	# Sections	# Students*
Summer 2011	49	1,348
Fall 2011	168	4,248
Winter 2012	58	1,488
Spring 2012	162	4,207
Total 2011-2012	**438**	**14,340**

*as of end of term

Student Retention & Success, 2011-2012

The Distance Learning Program did not have access to student data last year, as ICCIS information was being transitioned to Banner. Retention and success results are listed below, based on Argos reports.

Term	Retention (Online)	Retention (Hybrid)	Retention (Traditional)	Success (Online)	Success (Hybrid)	Success (Traditional)
Summer 2011	84.12	81.78	90.53	63.36	69.28	81.72
Fall 2011	78.17	76.37	86.24	58.25	50.76	68.02
Winter 2012	83.29	78.89	91.21	71.08	63.23	81.22
Spring 2012	88.37	84.39	91.85	Unknown	Unknown	Unknown

Goals & Accomplishments 2011-2012

Goals:

Committee Goal	Link to College Goal #
GOAL # 1: • Facilitate the implementation of the new Learning Management System (LMS) – Moodlerooms; to continue to propagate best practices in e-learning tools.	**#2, #5, #12**
GOAL # 2: • Review, revise, recommend and write (4 R's) all DL policies	**#2, #5, #11, #12**
GOAL # 3: • Continue to address items/issues that can improve DL student success	**#2, #5, #7, #8, #11**
GOAL # 4: • Increase communications with campus on DL issues	**#2, #11, #13**

Progress on 2011-2012 Goals (from DLC Goals submitted to C & I Council):

	Goal #	Completed Outcomes/Accomplishments

GOAL # 1:
 	
• Facilitate the implementation of the new Learning Management System (LMS) – Moodlerooms; to continue to propagate best practices in e-learning tools.
	#2, #5, #12	• Implemented MR
		• Created 5 different POD-approved trainings
		• Facilitated many trainings on various days/times including some in the evenings –
		   ○ Fall 2011 – 5 workshops – 81 attendees
		   ○ Winter 2012 – 28 workshops – 432 attendees
		   ○ Spring 2012 – 26 workshops – 164 attendees as of 5/15/2012
		• Visited Divisions to inform them of progress of MR implementation
		• Worked closely with the IT Dept. on MR issues on various topics, including portal website language for both LMS platforms, student help procedures, providing in-house LMS support for students and faculty, and Moodlerooms default settings
		• Continued to research e-learning tools, such as Respondus and Echo360 Lecture Capture

GOAL # 2: • Review, revise, recommend and write (4 R's) all DL policies	**#2, #5, #11, #12**	• AP 4105 – Distance Learning revision – presented to C & I Council for review • Create a DL Plan including participating in the Educational Master Plan – per Academic Senate Resolution 2011-16 (in progress, expected completion fall 2012) • Kept current with new regulations as they may apply to DL • Informed the campus of important new regulations • Provided input to ePie • Created annual Update Report of yearly activities • Maintained DLVisits listserv and faciliatated faculty peer visitations in DL courses

	Goal #	Completed Outcomes/Accomplishments
GOAL # 3: • Continue to address items/issues that can improve DL student success	**#2, #5, #7, #8, #11**	• Set up various ways for faculty to get training – traditional workshops at various days/times, TRAIN online training • Facilitated bootcamp during summer of 2011, Facilitated 2 different bootcamps during winter of 2012 • Helped create paid trainings for facilitators • Revised SPOT to make it compatible with the new LMS (in progress) • Reviewed 5 DL Amendment Forms • Verified various faculty in the SPOT certification process • Approved 15 SPOT applicants for teaching DL – as of 5/15/2012 • Planned summer bootcamp (in progress) • Collected tutorials from various faculty for students and posted to the web • Provide an online self-assessment tool for student DL readiness (in-progress) • Sponsored two student focus groups on the student experience in DL Implemented a student survey and shared results (N=166)
GOAL # 4: • Increase communications with campus on DL issues	**#2, #11, #13**	• Planned and presented the DL Conference – April 20 • Sent various email messages and portal messages to faculty on DL issues • Facilitated DLDiscussions as a place for DL faculty to discuss current issues • Facilitated various listserv message boards, including MRAnnounce, MRUsers, and DLFaculty • Set up and facilitated the MR Community course for completers of Moodlerooms workshops • Updated Mt. SAC DL, DLC, and SPOT web pages and migrated them from the elearn server to the OmniUpdate platform • Created and distributed 2 Moodlerooms newsletters • Planned and facilitated DL workshops for managers • Implemented a faculty survey on regulatory compliance

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments
Other Accomplishments	various	• Attended both Blackboard World 2011 conference and Moodle Moot conferences – July 2011 • Facilitated the DL Student Evaluation Process • Evaluated Banner replacement of SurveyDIG product for surveys

Strategic Actions to take toward reaching our Goals (Could be part of 2012-13 Goals, if approved by the DLC):

DL goal #	Strategic Actions
1	**Facilitate the implementation of the new Learning Management System (LMS) – Moodlerooms (MR)** • Continue to research and determine the "best" default settings in the LMS • Open the "Train" online courses to faculty • Complete the changes to Skills and Pedagogy for Online Teaching (SPOT) process for MR
2	**Review, Revise, Recommend, and Write (4R's) DL Processes/Practices** • Complete the initial DL Plan and form a schedule for regular review and update of the plan • Work with IT to develop Student Evaluations, which allow all faculty to "opt-in", even if it is not required for the current year. • Work with IT to develop online Student Evaluations for ALL courses, not just for DL courses • Evaluate online Moodlerooms Basics training materials and modify as needed for MR • Develop additional online and in-class materials to include additional topics for the new LMS • Update the guidebook that includes current DL practices and procedures, for DL Program information • Revise SPOT certification for the new LMS • Review and update the DL Classroom Evaluation process to include regulation language in the contract • Continue to modify the Student Evaluation process to use a method that is easily adaptable to new semesters • Continue to assist faculty in transition to authenticated processes in DL courses • Continue to update DL procedures manuals
3	**Improving DL Student Success** • Assist IT in implementation of online faculty directory, which includes flags for Bb training and SPOT certified • Support IT in promoting the strict use of Mt. SAC email for all College communications • Provide redundant information on DL courses on Mt. SAC web pages

	• Continue to offer online Student Evaluation process for DL students • Track success of DL students in DL courses for 2012-2013 academic year • Compare success rates of last academic year to 2008 baseline values • Improve SOLAR Quiz as a tool in assisting students to evaluate their chances for success in DL courses • Research additional DL trainings for students • Develop additional tutorials that students can use online or in the Learning Lab • Develop infrastructure such as tutor training for online environment

DL goal #	Strategic Actions
4	Communications with the Campus regarding Distance Learning Issues • New Faculty Seminars • Luminis portal – DLC Group, DL Faculty Group usage • Continue DL-related POD workshop offerings • Continue to send email messages or portal announcement message to DL faculty and students • Continue to update the College's DL web pages • Work closely with IT on access and use of instructional technologies, including the current LMS • Reoffer the Deans and Department Chair workshops • Speak at Division/Department meetings on DL Topics, **including "future of DL classes"** • Continue to support the DLDiscussions listserv as a place for open DL discussion with faculty • Work with IT to post a searchable faculty list on the Mt. SAC website that includes flags for Bb Trained and SPOT certified • Work with EDC to include DL Form as part of the "official" Mt. San Antonio College curriculum

Other related goals for future projects:

Related to Moodlerooms (or the current LMS):

• Work with vendor to provide a high level of support for faculty and students
• Review faculty needs to provide better resources **and training** for faculty

Related to teaching and instructional infrastructure:

• Continue to review all DL Course Amendment forms to ensure that all DL courses are designed to be accessible to all students – ongoing
• Continue a close working relationship with Information Technology and Web Team
    o Participate on Information Technology Advisory Committee (ITAC): Distance Learning representative

- o Create Distance Learning-IT regular topic-based meetings, e.g., LMS student Help Desk, college webpage improvement (OmniUpdate)
- Continue to assist faculty in developing alternative options to on-campus meetings in DL courses
- **Move SPOT to Moodlerooms** and continue to facilitate faculty process of completing certification for teaching DL courses (SPOT)

Related to accessibility:

- Promote accessibility and Universal Design at all points of entry for students using the Mt. San Antonio College websites, computer systems, and software
- Continue to promote faculty awareness of accessibility issues and regulations, and support their efforts toward compliance through joint faculty workshops with DSPS
- Explore ways to assist faculty to comply with accessibility standards

Related to current regulations:

- Continue to work toward meeting the requirements of the Program Integrity Regulations (State Authorization regulations) as they relate to out-of-state students – ongoing, must be completed by 2014
- Assist all DL faculty with using the LMS for authenticated delivery of DL courses – ongoing
- Add language into the faculty contract to include "following regulations" in the evaluation process

Issues & Resources needed by the program

Goals	Resources Needed
#1 – Facilitate the implementation of the new Learning Management System (LMS) – Moodlerooms; to continue to propagate best practices in e-learning tools.	- Collaboration with IT on next LMS contract negotiation – funds to support continued use of Moodlerooms - Collaboration with IT and faculty next contract negotiations and possible alternatives to Moodlerooms hosting - Funds for conferences and trainings that provide updated information on the LMS, regulations, and best practices in eLearning - Funds for needed eLearning software that aids in providing best practices tools and security to online testing
#2 - Review, Revise, Recommend, and Write (4R's) DL Processes/Practices	- More personnel or more hours for existing personnel to complete tasks - Collaboration with Educational Design Committee on making changes to Distance Learning Course Amendment Forms - Collaboration with all departments and divisions to ensure the developing DL Plan includes needs of the entire campus
#3 - Improving DL Student Success	- Available Online faculty directory for use by both faculty and students - Official promotion of adherence to AP 3720 with regard to strict use of Mt. SAC email for all College communications - Success and retention rates for DL students for academic year 2011-2012

Goals	Resources Needed
	• Collaboration of Instruction with faculty on improving the scheduling process of DL courses • Personnel to work on improving the SOLAR (<u>S</u>kills for <u>O</u>nline <u>L</u>earning – <u>A</u>ssessment of <u>R</u>eadiness) Quiz for DL students • Collaboration with Faculty Association in updating the contract language on Distance Learning so that faculty adhere to various DL regulations • Money to pay for workshop presenters
#4 - Improve Campus Communications	• Maintain College web pages with correct and up-to-date information • New Argos reports that include needed statistics for reporting of DL to various constituencies • Listserv support for updating current listservs and creating new ones as needed