

Mt. San Antonio College

Update to Academic Senate – Spring 2016

Distance Learning Committee

Contact & Resources Information

Program: Distance Learning

Contact: Meghan Chen, mchen@mtsac.edu, ext. 5888.; LTC-227 / Mary Johnson, mtjohnson@mtsac.edu, ext. 6369, LTC-262B

Committee: Distance Learning Committee

Members: Meghan Chen and Mary Johnson, co-chairs, Members: Ron Bean, Will Daland, Michael Dowdle, Edwin Estes, Paul Kittle, Richard Patterson, Jeanne-Marie Velickovic, Sandra Weatherilt, Jill Wilkerson, and Bree Lizama (student representative)

URLs:

Distance Learning Committee Home Page	http://www.mtsac.edu/dlc/
Distance Learning Program Home Page	http://www.mtsac.edu/distancelearning/
AP 4105 on Distance Learning	http://www.mtsac.edu/distancelearning/docs/AP%204105%20-%20Distance%20Learning.pdf
Distance Learning Program Faculty Resources Page	http://www.mtsac.edu/distancelearning/faculty.html
Distance Learning Program Student Resources Page	http://www.mtsac.edu/distancelearning/student-home.html
Online Learning Support Center Home Page	http://www.mtsac.edu/olsc/
Classroom Visitation Evaluations of Distance Learning Faculty	http://www.mtsac.edu/distancelearning/classroom.html
Student Evaluations of Distance Learning Faculty	http://www.mtsac.edu/distancelearning/student.html
Skills & Pedagogy for Online Teaching (SPOT)	http://www.mtsac.edu/distancelearning/spot.html/
Course Studio / Moodlerooms Login (through MtSAC Portal)	https://inside.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
- Facilitate the implementation and update to the Distance Learning Master Plan
- Coordinate with campus committees and other constituencies with regards 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 2015-2016

This information for the following tables and charts is available through ARGOS reports from Banner.

Term	# Sections				# Students*				
	Online	Hybrid	Total DL		Online	Hybrid	Total DL	Traditional	Total
Summer 2015	40	34	76		1,171	608	1,779	3,072	4,851
Fall 2015	80	146	194		2,403	2,978	5,381	18,737	24,118
Winter 2016	41	41	80		1,167	935	2,102	3,904	6,006
Spring 2016	87	129	216		2,456	2686	5,142	15,912	21,054
Total 2015-2016	248	350	566		7,197	7,207	14,404	41,625	56,029

*duplicated count, as of census day

Enrollment and Sections by Type From 2014-15 to 2015-16

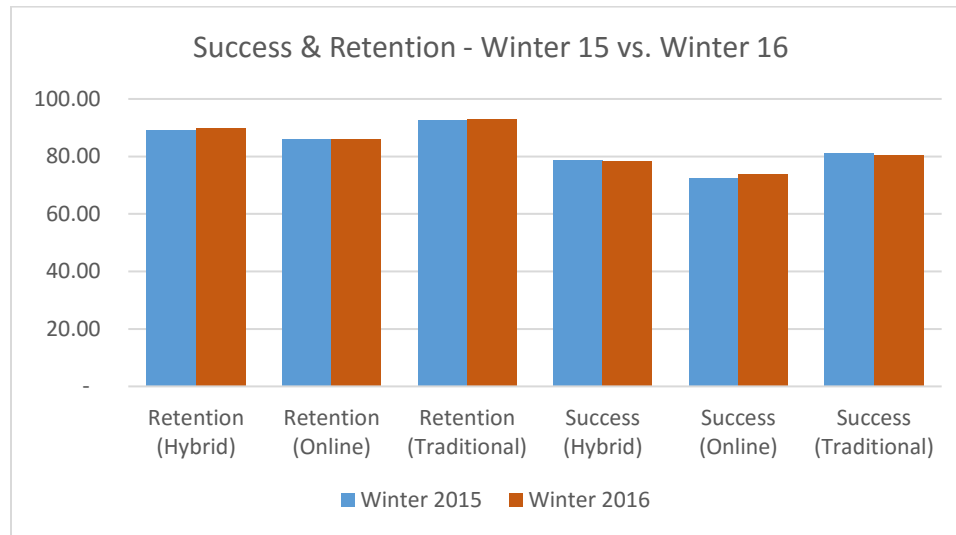
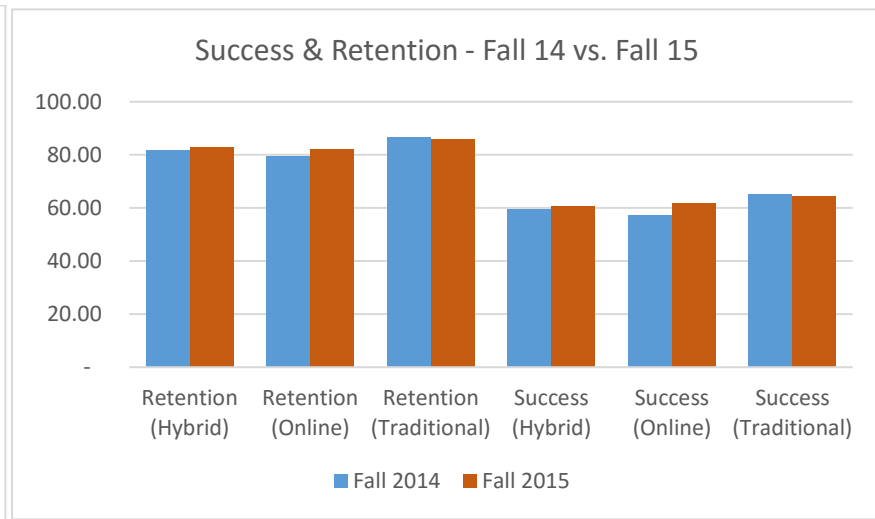
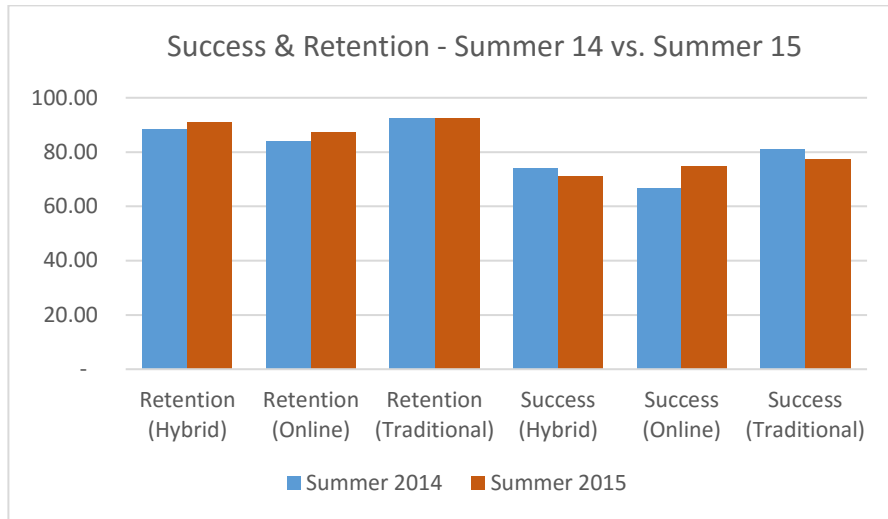
Type	2014-15		2015-16		# Increase/Decrease		% Increase/Decrease	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
Hybrid	271	7,354	350	7,207	79	-147	23%	-2%
Online	232	6,701	248	7,197	16	496	6%	7%
Total	503	13,738	598	14,404	95	666	16%	5%

Student Retention & Success, 2015-2016

Term	Retention (Hybrid)	Retention (Online)	Retention (Traditional)	Success (Hybrid)	Success (Online)	Success (Traditional)
Summer 2015	90.79	87.36	92.45	71.22	74.64	77.28
Fall 2015	82.67	81.98	85.70	60.64	61.88	64.46
Winter 2016	89.84	85.95	92.96	78.50	73.86	80.56
Spring 2016*	81.68	83.35	85.45	N/A*	N/A*	N/A*

*success averages do not include spring 2016 success, as final grades have not yet been posted.

To show the trends for both Success and Retention, the following charts illustrate the changes between 2014-15 and 2015-16 on a term-by-term basis.



Again, spring 2016 is not included as the semester has not yet ended.

We do not have figures at this time to report on Success and Retention by various groups, such as Gender, Race, Disabled, or Economically Disadvantaged. We will include these reports when the data becomes available.

Goals & Accomplishments 2015-2016

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1: Maintain Distance Learning Committee website	11, 14	Transitioned over to new Omni-Update Campus application Kept DLC website up-to-date by adding minutes, agendas, approved DL Amendment Forms, and various reports/recommendations
GOAL #2: Review / Revise AP 4105	1, 6, 8, 11	Updated the AP in DLC and sent to C & I for 11/10/2015 meeting] Returned from C & I requiring changes – a sub-group of C & I met to discuss and modify the AP Re-reviewed at C & I on 4/12/16 – approved to move forward to AS Exec Approved by the Academic Senate with minor changes on May 19, 2016
GOAL #3: Review / Revise the DL Plan	1, 6, 8, 11, 14	Tabled for next year
GOAL #4: Use disaggregated Success & Retention data (S & R) to facilitate faculty training for “at-risk” students	1, 6, 9, 11, 14	Collected data on “at risk” student groups Started a discussion on ways to increase student success
GOAL #5: Participate/provide updates to campus on the Online Education Initiative (OEI) pilot in which Mt. SAC is currently participating	1, 6, 7, 8, 13, 14	Provided updates on the OEI to the DLC at regular DLC meetings Attended regular OEI Consortium meetings Informed faculty of the availability of NetTutor for use in DL classes OEI pilot faculty provided the Quest program to their students. Quest program is the selected student readiness platform selected by the OEI. Added the OEI student readiness videos into the new SPOT 2.0. Asked for volunteers for use of Proctorio proctoring application Volunteered to serve on the OEI local implementation team Presented Spring Flex Workshop on 2/19 on “Myths or Facts: Online Education Initiative and Canvas Adoption
GOAL #6: Review/Recommend/Approve faculty training for distance learning	1, 6, 8, 10, 12, 14	Serve on FPDC Created new Skills and Pedagogy for Online Teaching (SPOT 2.0), the certification required for faculty prior to teaching a DL course. The new SPOT 2.0 course includes OEI Rubric standards Facilitated the start of <u>28</u> faculty in the new SPOT 2.0 process, effective March 1, 2016

		<p>Facilitated the completion of <u>9</u> faculty in the old version of SPOT</p> <p>Facilitated the completion of <u>4</u> faculty in the new SPOT 2.0</p> <p>Reviewed and facilitated the eLearning training in both summer and winter intersessions</p>
Goal #7: Implement training resulting from lessons learned from our “Mock Review”	1, 8, 10	<p>Submitted proposal for presentation at the Online Teaching Conference (OTC) – 6/2016</p> <p>Proposal accepted – Mary and Meghan will be presenting at the OTC</p>
Goal #8: Establish a procedure to coordinate with EDC and C & I on reviewing existing DL courses when they are going through modifications or changes in topics or measurable objectives	1, 6, 8, 14	<p>Met with Michelle Sampat to establish procedure for aligning course modifications with DL Amendment Forms</p>
Goal #9: Establish a procedure to coordinate with EDC to track when a certificate or degree can be offered at least 50% through distance learning	1, 11, 13, 14	<p>Currently, this is a tedious, manual task, requiring combing through all certificates to determine if any course will push the cert or program over 50% DL potentially. This is also being researched by the Chancellor’s Office</p> <p>Met with Michelle Sampat to establish procedure for determining when a new DL course will push a certificate or degree potentially over 50% DL</p>
Goal #10: Research Canvas, review feedback from faculty and student, and make a recommendation regarding our learning management system	1, 6, 7, 8, 10, 13	<p>Fall 2015 – facilitated Faculty Focus Group</p> <p>Fall 2015 – facilitated Student Usability Experience</p> <p>Winter 2016 – facilitated Explore Canvas sessions</p> <p>Spring 2016 – facilitated Explore Canvas sessions</p> <p>Feedback surveys were conducted from Fall 2015 through Spring 2016 directed at both students and faculty</p> <p>Created a recommendation for adopting Canvas as the College’s Learning Management System (LMS)</p> <p>Canvas Recommendation approved in Curriculum and Instruction Council (C & I) and sent forward to Academic Senate for review.</p> <p>Canvas Recommendation approved by the Academic Senate on June 2, 2016</p>

**Future Strategic Actions to take toward reaching our Goals
(Could be incorporated into 2016-17 Goals, if approved by the DLC):**

Action #	Strategic Actions
1	<p>Support preparation for accreditation by ensuring DL courses meet standards. Fall 2016 DL courses will likely be reviewed by the visiting team in early March 2017.</p> <ul style="list-style-type: none"> • Continue to assist faculty in complying with both state and federal regulations • Inform faculty of best practices in regular and effective contact • 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 faculty workshops and one-on-one mentoring • Explore ways to assist faculty to comply with accessibility standards • Assist DL faculty with using the LMS for authenticated delivery of DL courses
2	<p>Continue to participate in the OEI Pilot</p> <ul style="list-style-type: none"> • Mentor faculty participating in the pilot • Develop and provide Canvas workshops and resources in anticipation of Canvas learning management system (LMS) • Develop “templates” for faculty to help them find an appropriate format for their class • Implement OEI resources such as NetTutor, Quest Program online readiness videos, Proctorio proctoring tool, Online Counseling Network via Cranium Café, Basic Skills resources, among others as OEI shares them with pilot colleges.
3	<p>Increase the number of faculty teaching using the College’s LMS</p> <ul style="list-style-type: none"> • Continue to offer this training in an online mode • Continue to offer in-person training in both winter and summer intersessions • Develop “templates” for faculty to help them find an appropriate format for their class • Develop and offer alternative ways to allow faculty to quickly get “LMS-trained” (i.e., a challenge exam) • Continue to mentor faculty in use of the current LMS and other classroom e-learning tools
4	<p>Strengthen Distance Learning</p> <ul style="list-style-type: none"> • Meet with various departments to discuss ways to meet accreditation and increase student success and retention • Continue to offer in-person training in both winter and summer intersessions • Create video tutorials on various topics of interest to faculty • Pursue DL Re-certification Recommendation • Set up a procedure within DLC for reviewing and approving DL-related activities for DL-Recertification

	<ul style="list-style-type: none"> • Develop and facilitate refresher course materials for DL faculty • Continue to work with the Faculty Professional Development Committee to develop and offer needed DL and eLearning workshops • Continue to review all DL Course Amendment forms to ensure that all DL courses are designed to be accessible to all students and demonstrate regular and effective contact – ongoing • Use results from DL Accreditation Support to strengthen DL courses • Allow off-campus access of update of critical reports, logs, and other information • Add additional verifier support for reviewing SPOT CERT courses
5	<p>Communications with the Campus regarding Distance Learning and eLearning Issues</p> <ul style="list-style-type: none"> • Post portal announcements/reminders to both students and faculty on critical issues • Continue to disseminate best practices and accreditation information regarding DL • Complete the update of AP 4105 on Distance Education • Continue a close working relationship with Information Technology • Participate on Information Technology Advisory Committee (ITAC): Distance Learning Committee representative • Meet with IT as needed for DL-IT related topics (e.g., LMS issues, repository, levels of service, other DL topics) • Continue to post critical messages on LMS • Continue to maintain various listservs used to inform faculty groups of problems, changes, etc. • Continue to serve on the C & I Council, as the DLC voice to the Academic Senate • Continue to serve on the FPDC as the DLC voice to Professional Development
6	<p>Revise DL Plan</p> <ul style="list-style-type: none"> • Update the Distance Learning Plan • Add new tasks as appropriate • Show progress on continuing objectives
7	<p>Increase Success and Retention for At-Risk Students</p> <ul style="list-style-type: none"> • Analyze success and retention data for various at-risk student groups on campus • Develop ideas on how to better serve these student populations by meeting with various constituencies that work directly with these “at-risk” students <p>Student Preparation and Success</p> <ul style="list-style-type: none"> • Promote faculty use of best practices in providing content for students, including use of media resources (Films on Demand, YouTube videos, appropriate use of images, and image/file compression, all in accessible formats) • Promote use of Best Practices in providing regular and effective contact to engage students • Work with various constituencies to improve success and retention of all students • Improve student awareness of appropriate readiness for online learning via marketing for the Quest videos on preparation skills for online learning • Directed portal messages as reminders to students and faculty

Issues & Resources needed by the program

Issue	Resources Needed
Facilitate the current Learning Management System (LMS) – Moodle rooms (MR)	<ul style="list-style-type: none"> • Continued campus support for the need of an LMS for teaching DL • Collaboration with IT and faculty on potentially looking at Canvas as a future LMS for the campus • Funds for conferences and trainings that provide updated information on the LMS, regulations, and best practices in e-learning • Funds for needed e-learning software that aids in providing best practices tools and security to online testing
Improve Distance Learning Pedagogy and eLearning use on campus	<ul style="list-style-type: none"> • Collaboration with Educational Design Committee on making changes to Distance Learning Course Amendment Forms and process for regular review • Collaboration with all departments to help determine when a Substantive Change Proposal is required for a course proposed as a new DL course • Collaboration with all departments and divisions to help meet accreditation standards • Help in creating a report of certificates and degrees (from WebCMS) for purpose of checking for new Substantive Triggers • Additional resources to increase the Lynda.com licenses for faculty training in Canvas and other eLearning tools • Mentor faculty in using regular and effective contact to engage students
Improve DL Student Success	<ul style="list-style-type: none"> • Available and complete 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 • More Argos reports to help determine overall success and retention rates • Collaboration with Faculty Association in updating the contract language on Distance Learning • Instructional Designer(s) to help faculty develop DL courses • Monies for hosting a DL Conference
Communications with the Campus regarding Distance Learning Issues	<ul style="list-style-type: none"> • Coordination with web team to maintain College web pages with correct and up-to-date information • New Argos reports that include needed statistics for reporting of DL, such as number of professors teaching DL by term, and the number of DL sections taught in a term • Listserv support for updating current listservs and creating new ones as needed • Needed resources to update and maintain current and accurate list of faculty completing LMS training and SPOT training