

DEPARTMENT PLANNING PORTFOLIO

DEPARTMENT: Distance Education

DIVISION: Institutional Effectiveness, Library & Learning Support Services

ACADEMIC YEAR: 2015-2016

Department's Vision:

Serving students in the Rancho Santiago Community College District and across the United States by providing accessible connections as students achieve their educational goals and realize all their hopes and dreams.

Department's Mission:

To build a comprehensive Distance Education Program that reflects the high quality characteristic of programs offered within the Rancho Santiago Community College District by providing well organized and consistent online course offerings at Santiago Canyon College and Santa Ana College enabling both faculty and students to adjust to the new paradigm and delivery system.

GOALS/TASKS/ACTIVITIES	WHO'S RESPONSIBLE	ESTIMATED TIMELINE/COMPLETION	RESOURCES NEEDED	PROGRESS
<p>SCC will increase retention and success rates in online classes.</p>				
<p>1. 1. Continue to certify professors to teach online with SCC's online teaching certification program. 2. Continue to revise the online teaching certification program to include new effective practices, policies, procedures, and educational technology tools that increase human presence in online classes or lead to better student outcomes.</p>	<p>james_scott</p>	<p>On going</p>	<p>Nothing additional.</p>	<p>In Progress</p>
<p>The Distance Education program will develop a brand that will engage our faculty around human presence in online classes and in innovative interventions leading to student engagement and increased success and retention rates.</p>				
<p>1. 1. Change the name of the Distance Education program to Online Learning Program in order to remove a potential juxtaposition of distance in online learning. 2. Change the name of the Distance Education Program Committee to reflect the Online Learning Program's name change. 3. Develop a brand for the Instructional Design Center that will engage faculty around effective online and instructional technology pedagogies.</p>	<p>james_scott</p>	<p>Fall 2016</p>	<p>Graphic design support. Creation of materials.</p>	<p>In Progress</p>

Develop an Instructional Technology Center

1. 1. Work with administration to redesign the Academic Success Center to fully support the Instructional Design Center. 2. Purchase 20 iMac computers, which will boot up in OS or Windows, to support the Instructional Design Center's classroom, where workshops will be regularly offered to faculty, staff, and studnets. 3. Train staff in the Academic Success Center in common instructional technologies used at SCC. 4. Tran staff in the Academic Success Center in the effective use of educational technologies that lead to student success or promote engagement, collaboration, or increased human presence. 5. Train staff in the Academic Success Center to offer regular workshops on the use of SCC approved educational technologies and procedures. 6. Develop a brand for the Instructional Design Center that will engage our faculty, staff, and students around human presence in online classes and in innovative interventions using educational technologies that lead to student engagement and increased success and retention rates.

james_scott

Spring 2016

Funding for iMac computers. Funding for conference attendance. Assigned staff to support the IDC.

In Progress

SCC will provide faculty and staff with the tools they need to effective teach or provide their service online.

1. 1. Develop a budget for the Online Learning program to purchase educational technology tools for our faculty and staff. 2. Evaluate, procure, develop workshops on the effective use of educational technology.

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Fall 2016

Funding for video technologies, computers, and other educational technology software applications that support faculty and student success.

In Progress

SCC will stay current with online learning and educational technology innovations and implementations that lead to increasing student retention, success, and educational access.

1. 1. Identify funding to send the Distance Education Coordinator, and Instructional Design Center staff, to conferences that share effective practices in online learning, educational

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On going

Funding for conference attendance.

In Progress

technology, and innovative curriculum design.

The Distance Education Program will conduct original research in the area of innovations in online teaching pedagogies.

1. Implement a study that measures the effect of creating online class themes.
2. Implement a study that measures the effect of story telling in online classes.
3. Implement a study that measures the effect of humor, either scripted or natural, in online classes

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2016 Spring

Potentially stipends for faculty who participate in the research. Use of the research department. Promotional materials to be used at workshops after the research has been completed.

In Progress

Purchase Laptop for Distance Education Coordinator

1. The Distance Education Coordinator needs a laptop computer for when working remotely or in meetings, conferences, or teaching online.

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2017

Mac Laptop

In Progress

Hire Instructional Designer

1. Hire and instructional designer to support online and face-to-face classes.

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2019

Funding

In Progress

2. Hire Trainers to support instructional technology at SCC.

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2017
Summer

Funding for Trainers

In Progress

Online Accessibility Improvement

1. Hire an Alternate Media Specialist to support the Distance Education Program. This position would ensure that our online classes are ADA Accessible. The Alternate Media Specialist would convert existing materials into Accessible ones, train faculty in creating accessible materials, and support online student accommodation requests.

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2017

Funding

In Progress