

# Mt. San Antonio College

## Update to Academic Senate – Spring 2014

### 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

**Committee:** Distance Learning Committee

**Members:** Meghan Chen and Mary Johnson, co-chairs, Members: Michael Dowdle, Paul Kittle, Heather Kokorowski, Jill Wilkerson, Will Daland, Edwin Estes, Sandra Weatherilt, Jeanne-Marie Velickovic, Shanti Atashpoush, Carol Webster, Jose Collazo (student representative)

**URLs:**

<b>Distance Learning Committee Home Page</b>	<a href="http://www.mtsac.edu/instruction/learning/dlc/">http://www.mtsac.edu/instruction/learning/dlc/</a>
<b>Distance Learning Program Home Page</b>	<a href="http://www.mtsac.edu/instruction/learning/distlearn/">http://www.mtsac.edu/instruction/learning/distlearn/</a>
<b>AP 4105 on Distance Learning</b>	<a href="http://www.mtsac.edu/governance/trustees/docs/ap_complete_BOT.pdf">http://www.mtsac.edu/governance/trustees/docs/ap_complete_BOT.pdf</a> page 133
<b>Distance Learning Program Faculty Resources Page</b>	<a href="http://www.mtsac.edu/instruction/learning/olsc/facultyresources.html">http://www.mtsac.edu/instruction/learning/olsc/facultyresources.html</a>
<b>Distance Learning Program Student Resources Page</b>	<a href="http://www.mtsac.edu/instruction/learning/distlearn/">http://www.mtsac.edu/instruction/learning/distlearn/</a>
<b>Online Learning Support Center Home Page</b>	<a href="http://www.mtsac.edu/instruction/learning/olsc">http://www.mtsac.edu/instruction/learning/olsc</a>
<b>Classroom Visitation Evaluations of Distance Learning Faculty</b>	For Classroom evaluations information, see the following webpage: <a href="http://www.mtsac.edu/instruction/learning/distlearn/classroom.html">http://www.mtsac.edu/instruction/learning/distlearn/classroom.html</a>
<b>Student Evaluations of Distance Learning Faculty</b>	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.
<b>Skills &amp; Pedagogy for Online Teaching (SPOT)</b>	<a href="http://www.mtsac.edu/instruction/learning/dlc/spot/">http://www.mtsac.edu/instruction/learning/dlc/spot/</a>
<b>Course Studio / Moodlerooms Login (through MtSAC Portal)</b>	<a href="https://myportal.mtsac.edu">https://myportal.mtsac.edu</a>

## **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 the Faculty Professional Development Committee 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 2013-2014**

This information is available through ARGOS reports from Banner.

<b>Term</b>	<b># Sections</b>			<b># Students*</b>				
	Online	Hybrid	<b>Total</b>	Online	Hybrid	<b>Total DL</b>	Traditional	Total
Summer 2013	39	16	<b>55</b>	1,074	455	<b>1,529</b>	1,216	2,745
Fall 2013	79	117	<b>196</b>	2,426	3,105	<b>5,531</b>	16,893	22,424
Winter 2014	40	31	<b>71</b>	1,208	866	<b>2,074</b>	3,079	5,153
Spring 2014	76	111	<b>187</b>	2,403	2,879	<b>5,282</b>	16,472	21,754
<b>Total 2013-2014</b>	<b>234</b>	<b>275</b>	<b>509</b>	<b>7,111</b>	<b>7,305</b>	<b>14,416</b>	<b>37,660</b>	<b>52,076</b>

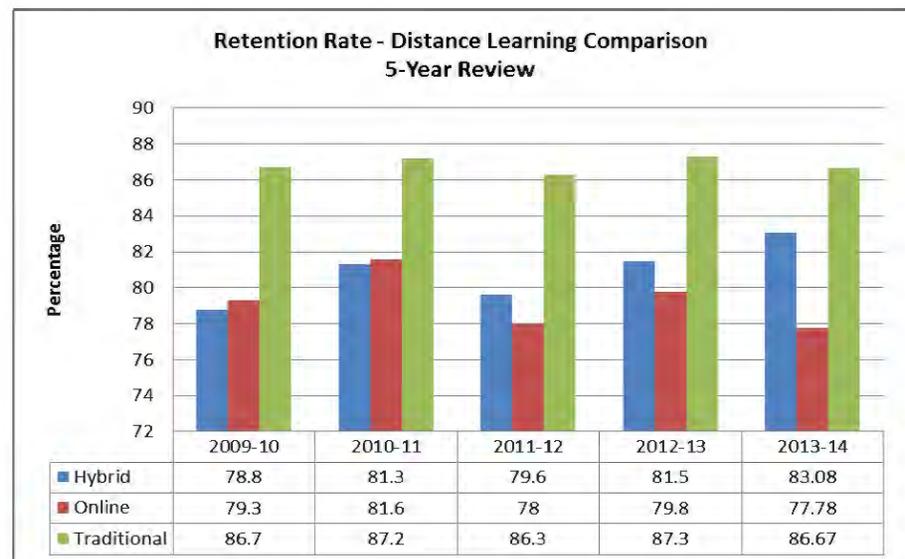
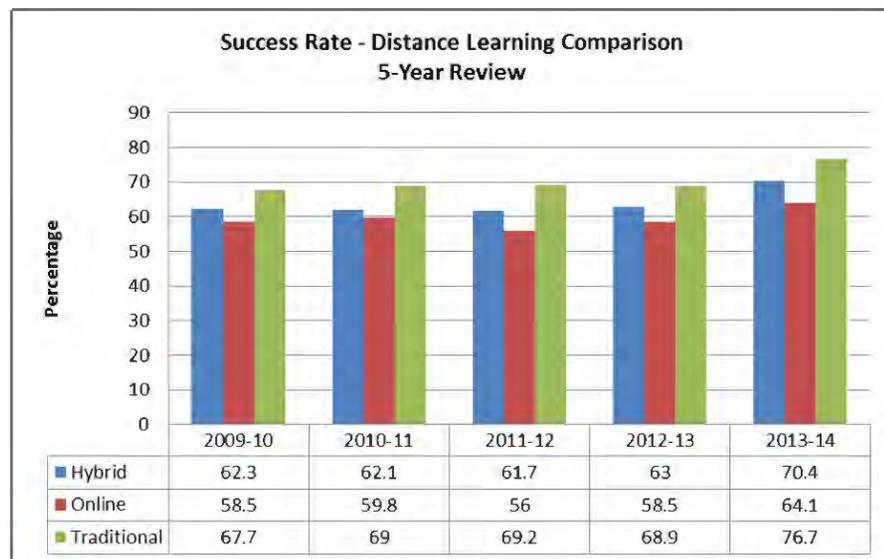
\*as of census day

## Student Retention & Success, 2013-2014

Term	Retention (Online)	Retention (Hybrid)	Retention (Traditional)	Success (Online)	Success (Hybrid)	Success (Traditional)
Summer 2013	79.61	88.35	91.12	65.18	75.38	78.04
Fall 2013	77.49	81.93	87.68	55.19	61.48	67.23
Winter 2014	87	88.57	94.22	71.94	74.36	84.74
Spring 2014*	77.78	83.08	86.67	N/A	N/A	N/A
Overall Averages **	80.47	85.48	89.92	64.10333	70.40667	76.67

\* as of 5/15/2014 – notice it is too early for any success rates for spring as the term is still in session

\*\* success averages do not include spring 2014 success.



To show the trends for both Success and Retention, following are charts that illustrate the changes over the past 5 years.

The trend for Student Success Rates has been gradually increasing, by 1.5% from 2008-09 year to 2012-13 year. The 2013-14 year statistics are potentially skewed, because there are currently no success rates for spring 2013-14.

## Goals & Accomplishments 2013-2014

### Progress on 2013-2014 Goals (from DLC Goals submitted to C & I Council):

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
<p><b>GOAL # 1:</b></p> <ul style="list-style-type: none"> <li>Facilitate the current Learning Management System (LMS) and other e-learning tools. Facilitation may include faculty mentoring, training, and communicating updates to continue to propagate best practices.</li> </ul>	<p><b>#2, #5, #8</b></p>	<p>Planned and facilitated the eLearning workshops (formerly bootcamp workshops) both summer 2013 and winter 2014:</p> <ul style="list-style-type: none"> <li>Term Workshops Learning Labs</li> <li>Summer 2013 - Spring 2014 = 163</li> <li>Online MR Basics Online Training: 23 Series 1 and 14 Series 2 completers</li> </ul> <p>Created and facilitated Flex Day presentation: spring 2014</p> <p>Presented DL information at the New Faculty Seminar</p> <p>Updated information on web options for faculty by creating new chart showing suggested uses</p> <p>Worked closely with IT Dept. on MR issues on various topics, including student incompletes, MR themes, providing information sooner on upcoming new releases, Mock Review logistics, and support issues related to MR</p> <p>IT provided training to OLSC on OU Campus survey creation tools</p>
<p><b>GOAL # 2:</b></p> <ul style="list-style-type: none"> <li>Review, revise, and write recommendations and procedures in response to state and federal regulations and internal conditions.</li> </ul>	<p><b>#2, #5, #11</b></p>	<p>Developed DL Recommendation for Changes in DL Amendment Form submission</p> <p>Updated the DL Amendment Form</p> <p>Updated our DLC membership and functions</p> <p>Developed DL Recommendation on Adding Students in an Online Course</p> <p>Developed DL Recommendation on Adding Students in a Hybrid Course</p> <p>Developed DL Recommendation on Anticipating “Triggers” for Substantive Change Proposals</p> <p>Developed and received approval from ACCJC for a Substantive Change Proposal</p> <p>Developed a Recommendation on a Temporary Moratorium on Out-of-State students</p> <p>Kept current with new regulations as they apply to DL</p>

		<p>Attended monthly DL Coordinator’s webinar meetings facilitated by CCC Chancellor’s Office</p> <p>Created and facilitated one Dept. Chair training on DLC procedures and policies on May 1, 2014</p> <p>Provided input to the PIE process</p> <p>Created annual DLC Report of yearly activities for the Academic Senate</p> <p>Developed a workshop on DL Regulations</p> <p>Began working on gap analysis for ACCJC accreditation</p>
<p><b>GOAL # 3:</b></p> <ul style="list-style-type: none"> <li>Continue to address items/issues that can improve DL student success</li> </ul>	<p><b>#2, #12</b></p>	<p>Applied for the California Virtual Campus Grant for Online Course Exchange</p> <p>Set up and facilitated a “Mock Review” with outside reviewers to help us determine if our DL courses follow state and federal regulations</p> <p>Conducted a focus group on student opinions of needed DL information on Mt. SAC web sites</p> <p>Revisited the procedure for Student Incompletes</p> <p>Reviewed and approved 3 DL Amendment Forms</p> <p>Verified faculty in the SPOT certification process</p> <p>Registered 17 new faculty into SPOT and completed and approved 11 SPOT applicants for teaching DL</p> <p>Updated the OLSC website, the DL website and the DLC website to make information easy to find and up-to-date</p> <p>Updated the MR Community to include new information and help</p> <p>Created and facilitated training for faculty on use of YouTube video creation</p> <p>Promote and continue to improve the student success readiness surveys (both technical and study skills)</p> <p>Converted the online self-assessment tool for student DL readiness into an MR Assessment that can be imported into a DL course section</p> <p>Updated the OLSC website and the MR Community course to share information</p> <p>Improved MR Community to include searchable Frequently Asked Questions (FAQ)</p> <p>Developed a procedure for determining the need for an ACCJC Substantive Change Proposal for certificates and degrees when a new DL course is reviewed</p> <p>Participate in the annual Chancellor’s Office Survey on DL</p> <p>Worked closely with IT Dept. on creating and launching a student survey on website</p>

		needs
<b>GOAL # 4:</b> <ul style="list-style-type: none"> <li>Communicate with campus on DL topics</li> </ul>	<b>#11</b>	<p>Sent various email messages and portal messages to faculty on DL issues</p> <p>Facilitated various listserv message boards, including MRAnnounce, MRUsers, DLFaculty, and DLDiscussions</p> <p>Informed campus of plan to hold a “Mock Review” to determine whether our courses meet state and federal regulations</p> <p>Asked for and accepted volunteers for the “Mock Review”</p> <p>Worked closely with IT Dept. on a faculty survey on website needs</p> <p>Provided input to the PIE process</p> <p>Created annual DLC Report of yearly activities for the Academic Senate and sent committee goals to the president's office.</p>
<b>GOAL # 5:</b> <ul style="list-style-type: none"> <li>Work on completing DL Master Plan objectives</li> </ul>	<b>#2, #5, #11, #12</b>	<p>Set up Exemplary DL course standards</p> <p>Offered MR1 to new faculty</p> <p>Inform the campus about accreditation requirements related to DL via “Mock Review”</p> <p>Worked with IT on getting a channel in the portal eLearning Tools tab for both student and faculty resources, such as links to OLSC website, MR Community, and the DL website</p> <p>Coordinated with POD to schedule DL trainings</p> <p>Created workshops for faculty, dept. chairs, and deans on DL regulations and consequences of non-compliance</p> <p>Added “Last Date of Attendance” information for Faculty Agreement (Article 13.A.2)</p> <p>Networked with “sister” colleges on various DL issues through the DE850 listserv</p> <p>Attended DL Coordinator’s webinar meetings facilitated by CCC Chancellor’s Office</p>
<b>Other</b>		<p>Attended the Online Teaching Conference June 2013</p> <p>Planned attendance for the Online Teaching Conference June 2014</p> <p>Registered for the @one Certification for Distance Learning (for summer) to determine whether our SPOT certification covers equivalent topics.</p>

**Future Strategic Actions to take toward reaching our Goals (Could be part of 2014-15 Goals, if approved by the DLC):**

DL goal #	Strategic Actions
1	<p><b>Facilitate the current Learning Management System (LMS) – Moodlerooms (MR)</b></p> <ul style="list-style-type: none"> <li>• Research and inform the college of new updates and bug fixes to the LMS</li> <li>• Research and recommend new features and applications available within the LMS to be made available</li> <li>• Update the “Train” online training for faculty</li> <li>• Research and recommend new e-learning tools to help faculty develop and deliver learning materials</li> </ul>
2	<p><b>Review, Revise, and Write Recommendations and Procedures</b></p> <ul style="list-style-type: none"> <li>• Update procedure for review of previously-approved DL Amendment Forms to match policy changes due to recommendations on regular review of DL courses and substantive change proposal</li> <li>• Continue implementing DL Plan objectives and form a schedule for regular review and update of the plan</li> <li>• Work with IT to develop both traditional and DL Student Evaluations, which allow all faculty to “opt-in”, even if it is not required for the current year.</li> <li>• Evaluate online Moodlerooms Basics training materials and modify as needed for LMS updates</li> <li>• Evaluate the Skills and Pedagogy for Online Teaching (SPOT) process for new and emerging regulations and update, as needed</li> <li>• Continue to assist faculty in transition to authenticated processes in DL courses</li> <li>• Continue to update DL procedures manuals</li> <li>• Create new workshops and offer approved workshops to inform faculty, staff, and managers of DL regulations and best practices</li> <li>• Continue to review new and updated DL Amendment forms</li> <li>• Develop a faculty handbook on DL procedures</li> <li>• Create a report of certificates and degrees to be used for checking for Substantive Triggers</li> </ul>
3	<p><b>Improve DL Student Success</b></p> <ul style="list-style-type: none"> <li>• Assist IT in implementation of online faculty directory, which includes flags for LMS trained and SPOT certified faculty</li> <li>• Support IT in promoting the strict use of Mt. SAC email for all College communications</li> <li>• Update web pages based on student survey results</li> <li>• Continue to offer online Student Evaluation process for DL students</li> <li>• Track success and retention of students using various criteria, including DL vs. traditional courses and various demographic data for 2014-2015 academic year</li> <li>• Compare success rates of last academic year to 2008 baseline values</li> <li>• Continue to improve Student Readiness Survey as a tool in assisting students to evaluate their chances for success in DL courses</li> <li>• Research additional DL trainings for students, faculty, staff and managers</li> <li>• Develop additional tutorials that students can use online or in the Learning Lab</li> <li>• Research possibility of offering students in-class workshops in MR</li> <li>• Continue to develop DL infrastructure such as online tutor training</li> <li>• Continue to use data to improve DL decision-making in student success</li> </ul>

	<ul style="list-style-type: none"> <li>• Pursue future grant/research opportunities to investigate and improve student success and retention</li> </ul>
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DL goal #	Strategic Actions
4	<p><b>Communications with the Campus regarding Distance Learning Issues</b></p> <ul style="list-style-type: none"> <li>• Present at New Faculty Seminars</li> <li>• Update the Luminis portal DLC Group</li> <li>• Continue DL-related POD workshop offerings</li> <li>• Continue to send email messages or portal announcement messages to faculty and students</li> <li>• Continue to update the College's DL web pages, include moving to the new college's design format</li> <li>• Work closely with IT on access and use of instructional technologies, including the current LMS</li> <li>• Reoffer the Deans and Department Chair workshops</li> <li>• Speak at Division/Department meetings on current DL Topics, including "future of DL classes"</li> <li>• Continue to support the DLDiscussions listserv as a place for open DL discussion with faculty</li> <li>• Send out an updated Regulation Compliance Survey to faculty and create an executive summary for the campus</li> <li>• Work with the Faculty Association on DL language for the contract</li> <li>• Continue to disseminate best practices and accreditation information regarding DL</li> <li>• Update AP 4105 on Distance Education</li> </ul>
5	<p><b>Complete DL Master Plan Objectives</b></p> <ul style="list-style-type: none"> <li>• Develop criteria for Exemplary DL Teaching Award</li> <li>• Discuss potential award at faculty recognition meeting</li> <li>• Develop and offer additional workshops on DL regulations and compliance</li> <li>• Modify and re-deploy DL Faculty Survey on Regulation Compliance</li> <li>• Offer Department Chair workshop on DL</li> <li>• Offer Dean's workshop on DL</li> <li>• Attend OTC conference in June 2014 to gain additional DL information and network with other colleges</li> <li>• Create and post a checklist to faculty evaluators on course activities that demonstrate regular and effective contact</li> <li>• Develop and publish exemplary DL courses that embody regular and effective contact</li> <li>• Develop a pilot study to determine if requiring students to complete DL training prior to taking a DL course helps increase student success and retention.</li> </ul>

## **Other related goals for future projects:**

### **Related to Moodlerooms (or the current LMS):**

- Work with MR vendor to provide a high level of support for faculty and students
- Review faculty needs to provide better resources 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 and demonstrate regular and effective contact – ongoing
- Continue a close working relationship with Information Technology and Web Team
  - Participate on Information Technology Advisory Committee (ITAC): Distance Learning Committee representative
  - Meet with IT as needed for DL-IT related topics (e.g., Moodlerooms issues, merging courses, repository, level of service, other DL topics)
- Continue to facilitate faculty process of completing certification for teaching DL courses (SPOT)
- Continue to mentor faculty in use of Moodlerooms and other classroom e-learning tools
- Continue to work with the Faculty Professional Development Committee to develop and offer needed DL and eLearning workshops

### **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 faculty workshops
- 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
- Continue to assist faculty in complying with state and federal regulations
- Disseminate results of the Mock Review to both faculty that participated and overview to campus community
- Complete gap analysis document as part of Accreditation Self Study

## Issues & Resources needed by the program

Goals	Resources Needed
<p><b>#1 Facilitate the current Learning Management System (LMS) – Moodlerooms (MR)</b></p>	<ul style="list-style-type: none"> <li>• Continued campus support for the need of an LMS for teaching DL</li> <li>• Collaboration with IT on next LMS contract negotiation – funds to support continued use of Moodlerooms</li> <li>• Collaboration with IT and faculty next contract negotiations and possible alternatives to Moodlerooms hosting</li> <li>• Funds for conferences and trainings that provide updated information on the LMS, regulations, and best practices in e-learning</li> <li>• Funds for needed e-learning software that aids in providing best practices tools and security to online testing</li> </ul>
<p><b>#2 - Review, Revise, and Write Recommendations and Procedures</b></p>	<ul style="list-style-type: none"> <li>• More personnel or more hours for existing personnel to complete tasks</li> <li>• Collaboration with Educational Design Committee on making changes to Distance Learning Course Amendment Forms and process for regular review</li> <li>• Collaboration with Educational Design Committee to create a report from College Catalog or WebCMS with information for a particular course on all certificates and majors the course is contained within and all courses that are part of the certificate or major. All DL courses should be flagged</li> <li>• Collaboration with all departments to help determine when a Substantive Change Proposal is required for a course proposed as a new DL course</li> <li>• Collaboration with all departments and divisions to help with DL needs of the entire campus</li> <li>• Help in creating a report of certificates and degrees (from WebCMS) for purpose of checking for new Substantive Triggers</li> </ul>
<p><b>#3 - Improve DL Student Success</b></p>	<ul style="list-style-type: none"> <li>• Available Online faculty directory for use by both faculty and students</li> <li>• Official promotion of adherence to AP 3720 with regard to strict use of Mt. SAC email for all College communications</li> <li>• Success and retention rates for DL students from Argos Reports</li> <li>• Collaboration of Instruction with faculty on improving the scheduling process of DL courses</li> <li>• Collaboration with Faculty Association in updating the contract language on Distance Learning so that faculty adhere to various DL regulations</li> <li>• Money to pay for workshop presenters</li> <li>• Instructional Designer to help faculty develop DL courses</li> <li>• Monies for paying SPOT verifiers</li> <li>• Monies for research help in pursuing future grant/research opportunities to investigate and improve student success and retention</li> </ul>
<p><b>#4 - Communications with the Campus regarding Distance</b></p>	<ul style="list-style-type: none"> <li>• Coordination with web team to maintain College web pages with correct and up-to-date information</li> </ul>

Goals	Resources Needed
Learning Issues	<ul style="list-style-type: none"> <li>• New Argos reports that include needed statistics for reporting of DL to various constituencies</li> <li>• Listserv support for updating current listservs and creating new ones as needed</li> </ul>
#5 - Complete objectives for DL Master Plan	<ul style="list-style-type: none"> <li>• Monies for Exemplary DL Course award</li> <li>• Faculty panel to determine Exemplary Course</li> <li>• Monies for TurnItIn subscription</li> <li>• Monies for conference attendance</li> <li>• Monies for paying workshop presenters</li> <li>• Monies for an Instructional Designer to help faculty design their DL course</li> <li>• Monies for incentives to participate in a pilot study on requiring students to complete DL training prior to taking a DL course.</li> <li>• Support from Research and Institutional Effectiveness (RIE) to conduct pilot study on requiring students to complete DL training prior to taking a DL course.</li> </ul>