

# Search Standards By User

Source: IPR

Cycle: Instructional Program Review 2016-17

User Name: Hughes, Allison

Response Types: All Responses Types

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1	<b>Executive Summary</b>
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0	Executive Summary
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Summarize your program's strengths, opportunities, challenges, and action plans. This information will be presented to the Board of Trustees. [1000 word limit]

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## Response Detail

No Response Information to Display

## Narrative

The primary purpose of the Enhanced Learning and Instruction through Technology Education Program (ELITE) is to improve students' learning experience at Cañada College by supporting and training faculty who want innovative support for helping students learn. The ELITE Program has the opportunity to meet the needs of online, hybrid and face-to-face faculty who have been without a robust and consistent instructional technology support system. At its start, the ELITE Program will house Allison Hughes, Instructional Technologist, Lezlee Ware, Faculty Distance Education Coordinator, and Jessica Kaven, Faculty Assessment Coordinator. By bringing these three positions together, the ELITE Program will create an opportunity for distance education, assessment, and instructional technology to collaborate and coordinate faculty support efforts, resources, and reporting. This collaboration has the potential to streamline faculty support as it relates to various aspects of accreditation, which will in turn free up faculty to provide high-quality instruction to Cañada's students.

Ongoing challenges that the ELITE Program will encounter are a lack of faculty buy-in, no budget for staffing or equipment to expand training, resources, and service offerings, and the need to build this support system from the ground up as the Center for Innovation and Excellence in Teaching and Learning (CIETL) has been defunded since 2015 and the Instructional Technologist position has never been filled at Cañada before October 2016. From these challenges, the ELITE Program has the opportunity to create a place on campus that is tailored to meet the needs of Cañada faculty, staff, and students. To increase buy-in across campus, the ELITE Program has requested the re-opening of CIETL with a faculty reassign time request that was submitted in January 2017 for a .4 FTE CIETL Faculty Coordinator. Many faculty look forward to CIETL's return as a hub for colleagues to come together during busy semesters to collaborate with one another in a consistent manner through trainings, workshops, and thematic discussions. A staffing and equipment budget would give the ELITE Program the opportunity to provide faculty with ongoing training needed throughout the academic year. An increase in ELITE staff would result in more training opportunities throughout the semester, as well as, more robust services for faculty, such as, transcribing and captioning services for recordings, accessibility formatting, and student support resources. The ELITE Program also plans to replace the STOT I & II Trainings with updated Canvas and Online Teaching trainings, which meet the needs of Cañada faculty who are new to teaching online and those who have taught online for many years.

The following are the ELITE Program's action plans:

**Summer & Fall 2017 100% Canvas Launch Campaign:** This campaign will consist of assisting faculty with backing up their WebAccess course content before our Moodle contract ends, getting Summer 2017 faculty ready to teach on Canvas, and training new and existing online, hybrid, and face-to-face faculty on how to make courses student-centered and accessible in Canvas.

**OEI Rubric Implementation:** The OEI Rubric will soon become a District standard and the ELITE Program will begin to introduce the Rubric to faculty in the Spring, Summer, and Fall of 2017. Faculty will be invited to use the rubric to complete self-assessments of their courses and provide feedback on the Rubric and how it will best be utilized in the future. ELITE Program staff will train faculty on the rubric, manage self and peer assessments and track faculty progress in the course evaluation process.

**Distance Education Expansion:** The Cañada Administration is looking to expand distance education. The ELITE Program will outline and move forward with a campaign to make this happen. This will also include getting every course a Canvas course shell where students can access course materials any time and getting faculty who use third-party publisher materials to begin using the District LMS in order to protect student data and streamline course access for students with accessibility at its core. The expansion of DE will also include the enhancement of existing DE courses. ELITE Program staff will create and offer DE trainings for new and returning DE staff, identify departments/programs on campus that could add DE sections and work with the Marketing department to drive up enrollments in DE courses.

**Canvas-Assessment Integration Pilot:** There are features available in Canvas that may make collecting assessment data simpler for faculty. The ELITE Program will pilot these features in the Summer of 2017 and collect faculty feedback on how these tools can be implemented and utilized.

**Bring TracDat SLO Results Up-to-Date:** The ELITE Program has already begun the work of getting assessment data in TracDat up-to-date. This process will continue and move on to include getting the most out of TracDat that we can and improving ease-of-use for faculty. The ELITE Program will also offer TracDat trainings for faculty new hires and regular TracDat support in direct relationship to accreditation standards.

**Assessment Reporting (Accreditation & Program Review):** The ELITE Program has begun working with the Dean of Planning, Research and Institutional Effectiveness to create a reporting plan that will keep the college up-to-date with SLO Results in TracDat, Program Review data packets, and Accreditation data packets. This work is ongoing and will need to be kept up-to-date each semester to stay in line with Accreditation standards.

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## Suggested Follow Ups

Date	Suggested Follow Up
10/26/2017	Test follow up 1
10/26/2017	test test follow up 2
10/26/2017	<p>The primary purpose of the Enhanced Learning and Instruction through Technology Education Program (ELITE) is to improve students' learning experience at Cañada College by supporting and training faculty who want innovative support for helping students learn. The ELITE Program has the opportunity to meet the needs of online, hybrid and face-to-face faculty who have been without a robust and consistent instructional technology support system. At its start, the ELITE Program will house Allison Hughes, Instructional Technologist, Lezlee Ware, Faculty Distance Education Coordinator, and Jessica Kaven, Faculty Assessment Coordinator. By bringing these three positions together, the ELITE Program will create an opportunity for distance education, assessment, and instructional technology to collaborate and coordinate faculty support efforts, resources, and reporting. This collaboration has the potential to streamline faculty support as it relates to various aspects of accreditation, which will in turn free up faculty to provide high-quality instruction to Cañada's students.</p> <p>Ongoing challenges that the ELITE Program will encounter are a lack of faculty buy-in, no budget for staffing or equipment to expand training, resources, and service offerings, and the need to build this support system from the ground up as the Center for Innovation and Excellence in Teaching and Learning (CIETL) has been defunded since 2015 and the Instructional Technologist position has never been filled at Cañada before October 2016. From these challenges, the ELITE Program has the opportunity to create a place on campus that is tailored to meet the needs of Cañada faculty, staff, and students. To increase buy-in across campus, the ELITE Program has requested the re-opening of CIE</p>

## 2 Program Context

### 1 Mission

Identify how your program aligns with the college's mission by stating which categories of courses you offer: Career Technical, Basic Skills, Transfer, and/or Lifelong Learning. If your program has a mission statement, you may include it here.

## Response Detail

No Response Information to Display

## Narrative

**The ELITE Program aligns with the college's mission by focusing on supporting faculty so that they can better support the education of the diverse Cañada College community. The work the ELITE Program does will directly impact faculty, but will, at all times, be informed and directed by the needs of our student population. Faculty support will not only center on supporting best practices in teaching, but also on removing barriers to learning that stand between our students and their goals. The ELITE Program will work with faculty across campus and will therefore impact students in all programs, including the areas of Career Technical, Basic Skills, Transfer, and Lifelong Learning.**

**ELITE Program Mission: The ELITE Program serves the students, staff and faculty of the Cañada College community by offering relevant and innovative training and resources that will support the enhancement and expansion of distance education at Cañada College. The ELITE Program offers the Cañada College community elite support, so that Cañada students can complete their educational goals and become productive citizens in our global community.**

## Suggested Follow Ups

Date	Suggested Follow Up
No Suggested Follow Ups to Display	

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## 2 Articulation

Are there changes in curriculum or degree requirements at high schools or 4-year institutions that may impact your program? If so, describe the changes and your efforts to accommodate them. If no changes have occurred, please write "no known changes".

### Response Detail

No Response Information to Display

### Narrative

No known changes and not applicable.

### Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

## 3 Community and Labor Needs

Are there changes in community needs, employment needs, technology, licensing, or accreditation that may affect your program?. If so, describe these changes and your efforts to accommodate them. If no changes have occurred, please write "no known changes". CTE programs: identify the dates of your most recent advisory group meeting and describe your advisory group's recommendations for your program.

### Response Detail

No Response Information to Display

### Narrative

No known changes and not applicable.

### Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

## 3 Looking Back

### 4 Curricular Changes

List any significant changes that have occurred over the prior two years in your program's curricular offerings, scheduling, or mode of delivery. Explain the rationale for these changes.

### Response Detail

No Response Information to Display

### Narrative

N/A

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Date	Suggested Follow Up
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No Suggested Follow Ups to Display

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## 5.A. Progress Report - IPC Feedback

Provide your responses to all recommendations received in your last program review cycle.

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### Response Detail

No Response Information to Display

### Narrative

N/A

### Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

## 5.B. Progress Report - Prior Action Plans

Provide a summary of the progress you have made on the strategic action plans identified in your last program review.

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### Response Detail

No Response Information to Display

### Narrative

N/A

### Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

## 6.A. Impact of Resource Allocations

Describe the impact to-date that new resources (equipment, facilities, research) requested in prior years' program reviews have had on your program. If measurable impacts on student success have been observed, be sure to describe these and include any documentation/evidence. If no resources have been recently requested, please write "not applicable".

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### Response Detail

No Response Information to Display

### Narrative

N/A

### Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

## 6.B. Impact of Staffing Changes

Describe the impact on your program of any changes in staffing levels (for example, the addition, loss or reassignment of faculty/staff). If no changes have occurred, please write "not applicable".

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## Narrative

N/A

## Suggested Follow Ups

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No Suggested Follow Ups to Display

### 4 Current State of the Program

#### 7 Enrollment Trends

Use the Productivity data packet to examine your enrollments (headcount, FTES, Load) and pattern of course offerings (Productivity by Courses by Semester). How have your enrollments changed? What changes could be implemented, including changes to course scheduling (times/days/duration/delivery mode/number of sections), marketing, and articulation of pathways that might improve these trends? NOTE: If other sources of data are used, please upload these documents or provide URLs.

## Response Detail

No Response Information to Display

## Narrative

N/A

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## 8-A. Access & Completion

One of the goals of the College's Student Equity plan is to close the performance gaps for disproportionately impacted students. The Equity Supplement's data packet indicates which groups are experiencing disproportionate impact in your program. Which gaps are most important for improving outcomes in your program? How can the college help you address these gaps? What changes could be made?

### Response Detail

No Response Information to Display

### Narrative

The ELITE Program will operate under the most up-to-date accessibility and ease-of-access standards, in order to provide faculty in all disciplines opportunities to close equity gaps in their courses and their programs. Our main focus will be closing the equity gap in student support services between face-to-face courses and online courses. Online students do not have access to the same student support services as face-to-face students do, such as tutoring, counseling and proctoring. The Online Education Initiative is funding resources to meet these needs at discounted rates, so the college has the opportunity to close these equity gaps by funding these resources for Cañada College in the Summer or Fall of 2017. Closing this equity gap will also bring us closer to achieving the goal of enhancing and expanding distance education at Cañada College. And ELITE will be an integral part to meeting and exceeding this goal.

### Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

## 8-B. Completion - Success Online

The college has a goal of improving success in online courses. Examine the "Course Success and Retention by DE vs Non DE" data table in the "Effectiveness: Success and Retention" data packet. What significant gaps do you see in success between online/hybrid and non-online courses? What changes could be made to reduce these gaps? If your program does not offer online/hybrid courses, please write "not applicable".

### Response Detail

No Response Information to Display

### Narrative

The ELITE Program will serve as a tool for departments and programs to reach the goal of improving success in online courses. Faculty and administrators who have courses or programs that need to increase online or hybrid course completion will be able to get the support, training, and resources that they need to reach this goal, in the ELITE Program. One main catalyst for this support system will be the return of the Center for Innovation and Excellence in Teaching and Learning (CIETL). The ELITE Program will operate CIETL with faculty coordination in order to create campus-wide culture of evidence-informed, innovative professional development in teaching and learning focused on student success.

### Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

## 9.A. SLO Assessment - Compliance

Are all active courses being systematically assessed over a 3-year cycle? Describe the coordination of SLO assessment across sections and over time.

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## Response Detail

No Response Information to Display

## Narrative

Course-level SLO data is not applicable.

## Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

9.B. SLO Assessment - Impact

Summarize the dialogue that has resulted from these course SLO assessments. What specific strategies have you implemented, or plan to implement, based upon the results of your SLO assessment? Cite specific examples.

## Response Detail

No Response Information to Display

## Narrative

Course-level SLO data is not applicable.

## Suggested Follow Ups

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10 PLO Assessment

Describe your program's Program Learning Outcomes assessment plan. Summarize the major findings of your PLO assessments. What are some improvements that have been, or can be, implemented as a result of PLO assessment?

## Response Detail

No Response Information to Display

## Narrative

**ELITE's PLOs are as follows:**

**Align online and hybrid courses with Section 508 and ADA regulations.**

**Offer faculty and staff ongoing assistance with enhancing online and hybrid courses for Canada students.**

**Analyze and assist with all course-level assessment at the College.**

The ELITE Program will also perform an annual needs assessment to keep the program up-to-date on what Cañada faculty and student need from the program. Needs assessment findings will also be posted to the ELITE Program website. The ELITE program's PLOs will also be assessed and revised in ELITE's annual needs assessment report. Faculty will be invited to share whether they feel the ELITE Program is meeting its PLOs and if the existing PLOs remain relevant to the Cañada College Community.

## Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display

5 Looking Ahead

11 Program Planning

Construct Planning Objectives (through the Associated Planning Objectives field below) that describe your plans for program improvement over the upcoming two-years. As you write your objectives, be sure to explain how they address any opportunities for improvement that you identified throughout this Program Review. Add Action Plans and Resource Requests for any research, training, equipment or facilities improvements that will be needed in order to achieve your objectives.

## Response Detail

No Response Information to Display

## Narrative

There is no Narrative Entered.

## Suggested Follow Ups

Date	Suggested Follow Up
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No Suggested Follow Ups to Display