Student Services and Administrative Operational Annual Program Review and Planning Update Form Fall 2024

## BACKGROUND:

**Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.**

**Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.**

## SUBMISSION:

**Program:**

Distance Education Office

**Principal Author(s):**

Darnell Kemp

**Manager:**

José Ramón Núñez

**Submission Date:**

12/06/2024 11:39:29 AM

**Author Signature:**

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| Electronically signed by Darnell Kemp on 12/05/2024 1:57:47 PM |

**Manager Signature:**

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| Electronically signed by Jose Ramon Nunez on 12/06/2024 11:39:29 AM |

# Part 1: Review of Data

1. **List the outcomes from your Fall 2022 self-study. Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year?**

We assessed all three of the outcomes listed in our Fall 2022 self-study:

Create, implement, and evaluate training to faculty, staff, and students

Provide Canvas support services for faculty, staff, and students

Provide resources for online teaching, web enhanced courses, assessment, and student success analytics.

1. **What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?**

Outcome 1 -

Through creation, implementation, and an evaluation of training, the Distance Education Office has made a few changes to the modality and number of offerings for training.

From feedback from the Distance Education Advisory Committee and division deans, the DE Office discovered that the current offerings for online certification were not meeting faculty needs. This led to an additional online teaching certification being offered between the fall and spring sessions. In the past, certification training was offered in the summer. Since many adjuncts are hired to teach online in spring, this training was important for online teaching. In the winter training in 2023, twenty-five faculty received certification. Twenty-three faculty are currently enrolled in the upcoming winter training.

In addition to certification, the Distance Education Office offers two sessions of training during Flex Days each semester. After reviewing faculty evaluations that praised and asked for additional sessions to be asynchronous, we now design fully online trainings and have had strong attendance and completion in the trainings offered. For the Fall Flex sessions, there were 147 active faculty members who attended the Last Day of Attendance session and forty-seven active students in the Introduction to New Quizzes.

The Distance Education Office also provides one or two training courses during the semester. These asynchronous trainings focus on the use of tools in Canvas like UDOIT, the CidiLabs DesignPLUS Sidebar, Pronto, and other Canvas tools. Through implementation and evaluation, the training sessions are continually improved.

Finally, the Distance Education Office offers two asynchronous Canvas workshops for students. We have yet to add a student evaluation to these training courses, but we regularly check enrollment to ensure the students are still enrolling in the courses and successfully completing them.

Faculty and Staff Resources:

Distance Education Handbook: This comprehensive guide covers the mission and goals of the Distance Education program, technical and pedagogical support, and information on training and mentoring.

Canvas Course Design Tools: Resources to help faculty design effective online courses.

Classified Professionals Guide to Canvas: Information for staff on using Canvas.

DesignPLUS Templates and Content Blocks: Pre-designed templates and content blocks to streamline course creation.

Distance Education Division Representatives (DEDRs): Faculty representatives who can provide advice and assistance.

Online Teaching Certification and Recertification: Training programs to help faculty develop their online teaching skills.

Turnitin and Canvas: Integration of plagiarism detection software with Canvas.

Video Guides and Tutorials: Step-by-step instructions on using various tools and technologies.

For Students:

Canvas Student Guides and Video Guides: Resources to help students navigate Canvas and access course materials.

California Virtual Campus - Online Education Initiative (CVC-OEI): Provides live and on-demand training for community college students.

Student Workshop: Canvas Student Orientation - Free student workshop to help students navigate and use Canvas.

Student Workshop: Becoming an Effective Online Learner - Free, self-paced workshop to help students successfully learn online.

Outcome 2 –

Staffing of the Distance Education office. In 2022, the Faculty Senate approved the DEAC recommendation to add an instructional designer and administrative assistant to the Distance Education department. An instructional designer was added in February of 2023. An administrative assistant was added in May of 2024.

The Distance Education office in rooms 516 and 518 will open in spring of 2025. This will be a location that faculty, staff, and students can visit in person for support for online and web enhanced courses. The computer lab in room 516 has been set up with ten computers and a display for presentations. The larger room has been paintedand furnished to provide a space conducive to supporting faculty and students.

Outcome 3 -

Provide resources for online teaching, web enhanced courses, assessment, and student success analytics.

Fullerton College offers a variety of training resources for both faculty and students in distance education. Although many of these were available when we last did our update, the Classified Professionals guide is new. In addition, we have expanded the DesignPlus templates, added new content blocks, video guides, and tutorials. We were in the process of joining the CVC during the last update. We are now a teaching and home college with the CVC and have created resources to guide our students.

1. **How is your area collecting or working to collect disaggregated, student-level outcomes assessment data?**

Campus research from Tableau, Canvas analytics, and student and faculty feedback are used to assess the office’s effectiveness to the population. Faculty feedback informs revision of existing training courses and the need for future training. The DE Office uses course success and retention rates and Canvas analytics to inform the development of training courses and other resources. Through Tableau and detailed analysis from Canvas, this office can see the effectiveness of our interactions both students, staff, and faculty.

# Part 2: Additional Resource Request Reasoning and Support

**We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.**

**We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**