

2020 Annual Program Review

Program Name: Distance Education

Program Review Author: Tammara Whitaker

I. PROGRAM DESCRIPTION: In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: <http://www.smc.edu/CollegeCatalog/Pages/default.aspx>

The Distance Education (DE) program provides an alternate learning mode for students who are working toward realizing their academic goals while allowing them to maintain flexible schedules. This flexibility enables them to attend to their coursework but also allows them to focus on other life demands concurrently such as demanding work schedules and tending to family obligations. Additionally, online classes provide students with a cost-effective logistical option to minimize transportation concerns and expenses due to traveling to and from campus.

Online classes are offered by most academic departments and disciplines which provides student with a wide selection of classes they can take as well as focusing on A.A., degree & transfer and certificate programs so they are able to progress in reaching their educational goals.

The DE program supports faculty with their online pedagogy and technology training needs to better ensure they not only have the resources necessary but are staying current with their technology skills and pedagogical best practices with the ultimate outcome being student success.

All online/hybrid courses are taught by SMC faculty and maintain the same standards of our traditional on-campus face-to-face (FTF) coursework. The program tries to ensure student success is at the forefront including mirroring the same student services such as online counseling and online tutoring.

II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Market Online Tutoring for Online/Hybrid Students	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	Online/hybrid students and faculty were targeted to promote Smarthinking. Usage is up by 58% this year in comparison to last year.
The Distance Education department will continue to develop and promote useful trainings and opportunities to promote best practices using Canvas Instructure.	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	The DE department offered countless workshops, training opportunities, drop-in support hours, and peer online course review opportunities for not only online/hybrid faculty, but all faculty in support of the transition to online courses due to COVID-19.
Make SMC Associate Degree's available online by putting math and lab science general education courses online	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	An online science lab and math course made their debut in spring 2020.

Develop a structure for professional development of online instructors	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	Through the CVC-OEI one-year grant, we were able to pilot a local peer online course review (POCR) team using the CVC-OEI rubric. We will also pilot optional certification courses for online faculty in the summer and fall 2020.
Click or tap here to enter text.	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	Click or tap here to enter text.

III. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

The Distance Education department was able to partner with the CVC-OEI \$500,000 one-year grant efforts to successfully host The Online Teaching Winter 2020 Institute and support efforts to make fully online associate degrees available. Additionally, the DE department quickly adapted and pivoted their efforts and training to support the additional 2,904 sections that were converted to online delivery in spring 2020.

IV. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

The demand and growth of DE is exciting, but it also difficult to meet the growing demands of support considering the limited staffing and limited fiscal resources to address various needs to support a robust distance learning department. The DE Department would currently benefit from: An accessibility Expert, Instructional Designer, Online Success Coach Model, and a local Peer Online Course Review (POCR) process. This is not an exhaustive list, but it would meet some of the most immediate needs.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	Instructional Designer DE Accessibility Expert	We were able to fund a part-time instructional designer and DE accessibility expert with grant funds in 19-20, but it is essential to have a sustainable model with the preferred qualifications and expertise for these crucial roles in DE.
Facilities (info inputted here will be given to DPAC Facilitates Comm.)	Click or tap here to enter text.	Click or tap here to enter text.

Equipment, Technology, Supplies <i>(tech inputted here will be given to Technology Planning Committee)</i>	CidiLabs Proctorio Labster Canvas Studio	Canvas Tool for Course Design in Canvas Proctorio and Labster will no longer be funded by the CVC-OEI after December 2020. Faculty want to use Canvas Studio, and it is free for two years. However, we are uncertain if the District will be able to fund this software after.
Professional Development	Peer Online Course Review (POCR) Team Online Teaching & Design Course Certification	A local POCR process is a requirement to join the CVC-OEI consortium (passed by the Academic Senate). Without funding, we will no longer be able to sustain this model. The growing demand for the certification courses can only be met through continued funding.

V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also include your responses and solutions to this crisis.

With a lean staff, the DE department relied on the assistance of the IT department and Canvas expert faculty to help support the professional development needs of faculty transitioning to DE courses. Fortunately, our experience from the Canvas migration and CVC-OEI grant efforts proved to be invaluable in quickly pivoting efforts to support the entire campus.

VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY

PARTNERSHIPS:

Part 1: Industry advisory meeting dates and attendance for 2019-2020.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or Collaboration <ul style="list-style-type: none"> • Advisory attendance • Internship site • Donations • Job placement • Other 	Optional: Additional information about partnership or collaboration
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CONGRATULATIONS – that’s it! Please save your document with your program’s name and forward it to your area Vice President for review.

The following section will be completed by your program’s area VP

Vice Presidents:

First, please let us know who you are by checking your name:

- Christopher Bonvenuto, Vice President, Business and Administration
- Don Girard, Senior Director, Government Relations & Institutional Communications
- Sherri Lee-Lewis, Vice President, Human Resources
- Jennifer Merlic, Vice President, Academic Affairs
- Teresita Rodriguez, Vice President, Enrollment Development
- Michael Tuitasi, Vice President, Student Affairs

Next, please check this box to indicate that you have reviewed the program’s annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian (amerian_stephanie@smc.edu) and Erica LeBlanc (leblanc_eric@smc.edu). If you have any questions, please contact us!

Thank you for your input!