

Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: Distance Education and Instructional Technology Department

Academic Year: 2023-2024

Name(s) of Submitter(s): Nancy Olson

Annual Update #1 #2

**Note: An Annual Update must be submitted each year that a Program Review is not submitted.*

I. Progress on Goals and Outcomes (SAOs/AUOs)

A) List the 2-3 goals and related outcomes for your unit:

(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)

1. GOAL #1

The DEITD will continue to develop and offer training to the faculty and staff in alignment with Barstow Community College's strategic goals: 1.4.5, 1.4.7, 3.1.7, 3.2.3, 3.3.2 and 3.3.3 in order to support student success, retention and equity.

Expected Service Area Outcome/Administrative Unit Outcome

All newly hired faculty will complete the Teaching Online With Instructional Design Course and an additional five college personnel will complete the course each academic year. An additional 5 college personnel will complete the Canvas Integrations and ADA Compliance course. At least five faculty members will complete the Cultural Responsiveness course the first time it is taught. each academic year.

Participants will complete an after class student satisfaction survey with at least an 80% satisfaction rate

2. GOAL #2

The DEITD will continue to collaborate with other departments and outside entities in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.5, 1.4.7, 2.1.5, 3.1.2, 3.1.7, 3.2.3, 3.3.2 and 3.3.3 in order to support student success, retention and equity.

Expected Service Area Outcome/Administrative Unit Outcome

All Canvas support tickets will be answered within one business day. The standard communication sent to faculty will be updated to include the Canvas Help Desk. The Director of Instructional Technology and Online Learning will reach out at least once a semester to the PIO to do advertising of the Canvas Help Desk on the Barstow Community College app. The Canvas Help Desk will have a Canvas wide announcement for students at the beginning of each major session in every semester.

The Director of Instructional Technology and Online Learning will attend all CVC-OEI state level meetings and will keep notes on these meetings to report out to interested faculty and the DEITC team members.

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The DEITD will develop a new training for the Labster and the Visible Body LTIs in the Fall of 2021 and will offer these trainings in the Spring of 2022.

Hold monthly meetings during the Academic year (August -May) and keep accurate records of the meetings. Resolve and implement at least two ADA compliance, Canvas or ACCESS accommodation issues each academic year

3. GOAL #3

The DEITD will continue to administer the Canvas Learning Management System and will work with appropriate personnel and process to create an DEITD budget for the Canvas LTIs and state reciprocity agreements in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.7, 3.1.2, 3.1.7, 3.3.2 and 3.3.3 in order to support student success, equity and retention.

Expected Service Area Outcome/Administrative Unit Outcome

Over 300 class sections are being offered in Fall 2021 and Spring 2021 will have similar values. Another 100 sections are historically offered in Summer. The Instructional Design Specialists will each be responsible for over 200 class sections per academic year, and will keep track of each class via a Standardized Update Form. The DEITD will contact the appropriate vendor within one business day of finding a Canvas LTI Issue, and will work to have a resolution or workaround for all Canvas LTI issues within five business days. College personnel will be notified within one business day when a Canvas LTI has an issue and updates will be given as the situation evolves. Establish a baseline of current customer satisfaction and then work to increase the satisfaction rate by resolving issues revealed in the survey. Instructional Technology will have a stable budget. Promotional funding will be generated.

B) Have any goals been completed or discontinued?

If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.

Yes No

Click or tap here to enter text.

C) Discuss the actions/strategies related to each goal and your progress on each of these. If you have not begun an(y) action/strategy please list why.

1. GOAL #1 Action/Strategies

Objective One: The DEITD will continue to refine and offer its Introduction to Teaching in Canvas course, which has now been renamed to Teaching Online With Instructional Design (TOWID).

Objective Two: The DEITD will continue to refine and offer its Canvas Integrations and ADA Compliance course, now renamed to ADA Compliance in Educational Delivery with Instructional Technology (ACED IT!).

Objective Three: The DEITD will modify the @one Cultural Responsiveness Course to be integrated with the Academic Senate approved Equity Rubric.

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Discuss any progress on Action/Strategies.

All newly hired faculty have completed the Teaching Online With Instructional Design Course. Below are TOWID statistics:

Semester	Number of Graduates	Satisfaction Rate	Number Non-Faculty
Summer 2022 Session I	4	100%	1
Summer 2022 Session II	3	No responses	0
Fall 2022 Session I	Cancelled	Cancelled	
Fall 2022 Session II	10	83%	1
Spring 2023 Session I	3	100%	0
Spring 2023 Session II	Cancelled	Cancelled	

The Distance Education and Instructional Technology Department (DEITD) met its satisfaction rate for this class, but the DEITD did not meet its goal of training five additional non-faculty members in TOWID. Informal investigation revealed the majority of staff see the TOWID course as designed for faculty only.

The Canvas Integrations and ADA Compliance course has been renamed ADA Compliance with Educational Delivery Using Instructional Technology (ACED IT). Below are ACED IT! statistics:

Semester	Number of Graduates	Satisfaction Rate	Number Non-Faculty
Fall 2022	3	100%	0
Spring 2023	3	83%	1

The DEITD met objective two. ACED IT! was offered once in Fall 2022 and once in Spring 2023, with six graduates and a satisfaction rate of at least 80%.

The DEITD met objective three. The Equity and Cultural Responsiveness class was offered in Summer 2002, Fall 2022 and Spring 2023 with 11 graduates and a satisfaction rate of at least 80%.

Semester	Number of Graduates	Satisfaction Rate	Number Non-Faculty
Summer 2022	3	100%	0
Fall 2022	5	80%	0
Spring 2023	3	100%	0

The question remains, “is the training and collaboration effective?” To determine if our training was increasing student success and retention we visited the state level Data Mart and compared Barstow Community College Student Success and Retention rates for both Distance Education and all classes.

The DEITD compared the **Delayed Interaction Internet Based success and retention count** for Victor Valley college and for Barstow Community College and was pleased to discover the Success and Retention rates for Barstow Community College exceed those of Victor Valley College by 3.9% for student retention and by 7.11% for student success.

College	Semester	Credit Retention	Credit Success
Victor Valley	Fall 2022	83.94 %	61.52 %
Barstow Community College	Fall 2022	87.84%	68.63%

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The DEITD compared the **Non Distance Education Methods for success and retention count** for Victor Valley college and for Barstow Community College and was pleased to discover the Success and Retention rates for Barstow Community College exceed those of Victor Valley College by 1.91% for student retention and by 12.12% for student success.

College	Semester	Credit Retention	Credit Success
Victor Valley	Fall 2022	87.71 %	69.29%
Barstow Community College	Fall 2022	89.62%	81.41%

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

All of the DEITD goals were designed to be broad and overarching functions that will remain stable over time and are designed to enhance student success and retention and foster equity for all students. Goal One increases student success and retention and fosters equity for all students by providing professional development. The DEITD has added three additional courses: Equity and Cultural Responsiveness, ASCCC OER and ACED LLLATCCH between 2021 and 2023. We have added an open entry/exit option for Equity and Cultural Responsiveness and ASCCC OER and have developed ACED LLLATCCH, a gamified course, to teach the classified professionals ADA compliance with electronic materials. We have tracked the number of participants and gathered satisfaction rates for the courses. As a result of our investigation into student success and retention with our sister college, we have determined our student success and retention rates are consistently higher.

2. GOAL #2 Action/Strategies

Objective One: The DEITD will collaborate with the TLSC on the Canvas Help Desk Project to increase awareness and ensure quick response to submitted tickets.

Objective Two: The DEITD will continue to work with the California Virtual Campus-Online Education Initiative (CVC-OEI) to further enhance access to resources for students and faculty as well as enhance online offerings and pathways.

Objective Three: DEITD will continue to work with the ACCESS department to streamline and clarify the college's ADA processes.

Discuss any progress on Action/Strategies

Although the TLSC does not respond to Canvas Help Desk Tickets the Canvas Customer Service Representatives (CSR) and the Director of Instructional Technology and Online Learning collaborate to ensure all Canvas support tickets are handled appropriately. The Canvas Help Desk is also advertised on the Canvas main sidebar. The Director provides training and direction to the Canvas CSRs when needed.

The Director has attended all CVC-OEI Regional meetings and has provided reports on these meetings to the DEITC.

During this program review cycle the DEITD team has each taken two professional development courses from @one.

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Employee	Classes
Dr. Christie Firtha	Master PO CR class
Nancy Olson	Master PO CR class and Advanced Techniques in Canvas
Aniko Keygulics	Master PO CR class and Creating Accessible Course Content
Adrienne Rodriguez	Master PO CR class and Assessment in Digital Learning
Heather Robbins	Master PO CR class and Introduction to Asynchronous Online Teaching & Learning

In the 2022-2023 fiscal year the DEITD partnered with ACCESS and PIO to modify the ACED IT! Course to include a module focusing on ACCESS and PIO ADA compliance training. The Ad hoc ACCESS and DEITD meetings are now completed.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

All of the DEITD goals were designed to be broad and overarching functions that will remain stable over time. Goal Two pertains to the DEITD’s focus on increasing student success, retention and equity through interdepartmental cooperation. The Director has worked cooperatively with Instructure to ensure the Canvas Help Desk tickets are handled appropriately and to provide training and solutions to the Instructure Tech Support personnel as needed. The Director has been attending the CVC-OEI Regional meetings and has taken and shared notes with the DEITC. The DEITD has worked cooperatively with ACCESS and the PIO to incorporate their services into the ACED IT! course. The DEITD has developed ACED LLLATCCH to ensure classified professionals have an opportunity to learn ADA compliance.

3. GOAL #3 Action/Strategies

Objective One: Ensure standardization of the non-instructional components of class shells.

Objective 2: Work with vendors to ensure optimum uptime.

Objective 3: Ensure college personnel are satisfied with Canvas and the DEITD.

Objective 4: Work with appropriate administration through the program review process to create an DEITD budget for Instructional Technology

Objective 5: Gather information from approved vendors on promotional items.

Discuss any progress on Action/Strategies

During the 2022-2023 Academic year the Instructional Design Specialists applied standardized updates to all classes taught through the Canvas Learning Management System.

Semester	Instructional Designer	Number of Standard Updates/Classes
Fall 2022	Adrienne	131

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Fall 2022	Aniko	142
Fall 2022	Heather	114
Spring 2023	Adrienne	128
Spring 2023	Aniko	131
Spring 2023	Heather	119
Summer 2023	Adrienne	36
Summer 2023	Aniko	38
Summer 2023	Heather	31
Total # of Standard Updates	All Instructional Design Specialists	870

Canvas is our learning management system. Instructure, the parent company for Canvas, states Canvas and Canvas Studio had overall uptime rates between July 1 2022 – June 30, 2023 of 99.998%.

Instructure provides the Canvas Course Activity Reports twice a year. In December of 2022, the report indicated over 95+% of courses have content and we consistently had between 104 and 169 instructors and between 1,833 and 2,913 students active in Canvas, with only 152 helpdesk tickets for the 2022-2023 year. This indicates less than 6.5% of the students had to reach out for help and therefore Canvas has a high satisfaction rate.

In the 2022-2023 fiscal year the DEITD included the existing Canvas LTIs in their program review and as a result the DEITD was granted an increase of \$34,000. Unfortunately this is not a sufficient increase to cover the existing Canvas software integrations. In fiscal year 2023-2024 the funding was not rolled over in the tentative budget and so the Canvas software implementations were paid for by Higher Education Emergency Relief Fund (HEERF). This funding is now at an end and so it is imperative that the Canvas software implementations are created as ongoing funding.

It is also important to note that the DEITD is tasked with ensuring our State Authorization Reciprocity Agreements are uptodate and accurate. Although the cost to maintain all 50 states would be significant at \$262,000, Barstow Community College is strategic with its State Authorization Reciprocity Agreements and currently maintains agreements with 25 states. Due to changes in its law, the college will lose its authorization with Utah; however, the DEITD is working with the Curriculum Specialist to determine all classes which have a required internship or field trip. Once we have obtained that information we will be able to replace Utah with Oklahoma. The DEITD did its annual audit of our agreements and has determined to maintain Alaska and Illinois we will need an additional \$350 added to our annual budget.

The DEITD now knows that promotional funding cannot come from the general budget, and so this objective has been discontinued.

Progress has been made on finding stable funding sources for the current Canvas LTIs. In spring of 2023, the college provided additional funding for these resources. The funding did not carry over into the initial budget for 2023-2024. HEERF funding was utilized to pay for the Canvas LTIs (with the exception of Turnitin), for the 2023-2034 fiscal year. As the college cannot have contracts that exceed a one year time period (July-June), and as the Canvas LTIs expire in July the funds must be added to the tentative budget in July of 2024.

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Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

The standardization process is updated each semester to ensure all new policies/procedures and standardized components are included in the standard update form. Then each CRN has their own standardized update form. This allows the DEITD to track the standardization completion process and ensure it has been completed. Update time is measured using Canvas analytics gathered from the internet. Feedback forms are collected after each training to ensure DEITD high satisfaction rates are maintained. The required budget increase to ensure the Canvas software implementations are maintained was partially funded in the 2022-2023 fiscal year. All of these factors increase student success, retention and equity. Standardization reduces the cognitive load for the student, and consistent uptime ensures students have the maximum flexibility timewise to complete their work. Providing alternative methods via LTI to reach all students also increases student success, retention and equity.

D) List any resources you are requesting for each goal.

1. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

In order to continue to increase our student success, retention and foster student equity, the DEITD needs an additional team member: Instructional Design Specialist: Hyflex. The Distance Education Coordinator, Instructional Design Specialists and the Director were certified as the Barstow Community College POCR team in June 2023. The Peer Online Course Review (POCR) process uses the state level CVC-OEI rubric to perform a quality review of selected courses. This is a time intensive quality review and training process, which will require approximately 10 hours per week of additional duties to the Instructional Design Specialists. In addition we have a fledgling Hyflex program that needs a dedicated support person to flourish. Adding an additional Instructional Design Specialist will allow the department to continue to meet its goals of increasing student success, retention and equity.

In addition, in its pursuit of increasing student success, retention and equity, the DEITD has assumed new job duties, which necessitate the need to have a full reorganization of the department as the job descriptions for the Instructional Design Specialists and the Director of Instructional Technology and Online Learning need to be updated to match their current job duties. The Instructional Design Specialists have incorporated both live and internet training into their job skillset and have become certified by the state in the POCR process. The Director of Instructional Technology and Online Learning as incorporated several new job duties and responsibilities into the existing job description. As the attached revised job descriptions show the complexity and skill sets of these job descriptions has increased substantially. Fortunately the Instructional Design Specialists are on the right side of the [50% law](#), and so an increase in their salaries will offset the increase in the Director's salary, ensuring the requirements of the 50% law are still met.

2. Goal 1 Goal 2 Goal 3

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Please list the resource and how it relates to the goal.

Barstow Community College relies on its online presence and enrollment to remain solvent with approximately 80% of the college enrollment coming from online courses. Barstow Community College is also known for its innovative technology and Instructional Design expertise. A good example of this is the Barstow Community College science faculty who have overcome the obstacles to create a sought after online science program. This program is the majority of the DEITD budget being requested. It is imperative for the college to maintain its reputation for online excellence and innovation, and this cannot occur without a functioning DEITD budget to pay for the Canvas LTIs. The cost this year to renew the current Canvas LTIs was \$62,245. Adding a ten percent increase brings the total estimated budget cost to \$69,253, which includes a ten percent increase for TurnItIn as well. In addition to the current LTIs the master agreement with Instructure includes a new software, Impact, that would have a one time implementation cost of \$3,700. Impact will allow for customized in-app messaging of Canvas users, will allow the DEITD to build tutorial walkthroughs in Canvas, will measure our Canvas LTI usage to ensure we are receiving a good return on our investment and will generate insights for both instructor and student usage. The total additional funding requested for the 2024-2025 fiscal year is \$69,300, with \$65,600 being ongoing funding. It is important to remember that comparing Barstow Community College student success and retention with that of our sister college, Victor Valley, shows that our investment in the DEITD is paying off with significantly higher success and retention rates.

3. Goal 1

Goal 2

Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

II. New Goals (optional)

This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the service area or administrative unit.

A. NEW GOAL #1

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

Click or tap here to enter text.

1. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

Non-Instructional Program Review- Annual Update Template

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

3. Please list actions/strategies for achieving this goal/outcome.
Click or tap here to enter text.
4. Briefly explain how you will measure the goal/outcome.
Click or tap here to enter text.
5. Please list resources (if any) that will be needed to achieve the goal/outcome.
Click or tap here to enter text.

B. NEW GOAL #2

Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome

Click or tap here to enter text.

6. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

7. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

8. Please list actions/strategies for achieving this goal/outcome.

Non-Instructional Program Review- Annual Update Template

Click or tap here to enter text.

9. Briefly explain how you will measure the goal/outcome.

Click or tap here to enter text.

10. Please list resources (if any) that will be needed to achieve the goal/outcome.

Click or tap here to enter text.

Non-Instructional Program Review- Annual Update Template

III. Resource Requests:

What does the area need to meet its goals and objectives?

List all resources from Sections I.D and II.10 below.

If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for **EACH** new resource requested.

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
DEITD Reorganization	In order to maintain and increase our substantial gains in student success, retention and equity over other community colleges, such as our sister college, Victor Valley, additional funding for a new Instructional Design Specialist: Hyflex, range 25 and to complete a reclassification of the existing three Instructional Design Specialists to a range 28 and to reclassify the Director of Instructional Technology and Online Learning as the Executive Director of Distance Education and Instructional Technology is necessary.	\$174,798	Yes	Click or tap here to enter text.
DEITD Budget	In order to maintain and increase our substantial gains in student success, retention and equity over other community colleges, such as our sister college, Victor Valley, additional funding to increase the Licensing/subscription budget to a sufficient amount to cover existing Canvas LTIs is necessary.	\$69,253	Yes	Click or tap here to enter text.

Non-Instructional Program Review- Annual Update Template

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

BUDGET ALLOCATION PROPOSAL

Date: <u>8/9/23</u>	Originator: <u>Nancy Olson</u>		
Program or Department Name:	<u>Distance Education & Instructional Technology Department (DEITD)</u>		
Dean/Vice President/Supervisor:	<u>Dr. Jennifer Rodden</u>		
What are you requesting? <i>(Brief)</i>	<u>Reorganization of DEITD</u>		
Amount Requested: <u>\$174,798</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known):	_____		
REQUEST TYPE:			
<input checked="" type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

PERSONNEL/STAFFING REQUEST			
Is the position request for:	<input type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Classified	<input checked="" type="checkbox"/> Management/Confidential
Is the position requested:	<input checked="" type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)		
	<input checked="" type="checkbox"/> An existing classification	Official Job Title:	<u>Instructional Design Specialist</u>
Is the position requested:	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time:	<u>12</u> Months/Year <u>40</u> Hours/Week

TECHNOLOGY RESOURCE REQUEST			
Indicate the category of the request:			
<input type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Printer/Copier	<input type="checkbox"/> Network
<input type="checkbox"/> Audio-Visual	<input type="checkbox"/> License/Maintenance		
Indicate the intended users:			
<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm	<input type="checkbox"/> Secure Room	<input type="checkbox"/> Secure Cabinet
	<input type="checkbox"/> Cable/Lock	<input type="checkbox"/> Password	
Have you completed and attached the Technology Assessment Form ?			

FACILITIES RESOURCE REQUEST			
Indicate the intended users:			
<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Is maintenance required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____

BUDGET ALLOCATION PROPOSAL

PROFESSIONAL DEVELOPMENT REQUEST				
Indicate the intended users:	<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Do other internal areas/departments need to be involved?				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____		
Is technology needed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____	

1. Why is the request being made?

In order to continue to increase our student success, retention and foster student equity, the DEITD needs an additional team member: Instructional Design Specialist: Hyflex. The Distance Education Coordinator, Instructional Design Specialists and the Director were certified as the Barstow Community College POCR team in June 2023. The Peer Online Course Review (POCR) process uses the state level CVC-OEI rubric to perform a quality review of selected courses. This is a time intensive quality review and training process, which will require approximately 10 hours per week of additional duties to the Instructional Design Specialists. In addition we have a fledgling Hyflex program that needs a dedicated support person to flourish. Adding an additional Instructional Design Specialist will allow the department to continue to meet its goals of increasing student success, retention and equity.

In addition, in its pursuit of increasing student success, retention and equity, the DEITD has assumed new job duties, which necessitate the need to have a full reorganization of the department as the job descriptions for the Instructional Design Specialists and the Director of Instructional Technology and Online Learning need to be updated to match their current job duties. The Instructional Design Specialists have incorporated both live and internet training into their job skillset and have become certified by the state in the POCR process. The Director of Instructional Technology and Online Learning as incorporated several new job duties and responsibilities into the existing job description. As the attached revised job descriptions show the complexity and skill sets of these job descriptions has increased substantially. Fortunately the Instructional Design Specialists are on the right side of the [50% law](#), and so an increase in their salaries will offset the increase in the Director's salary, ensuring the requirements of the 50% law are still met.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

Please see question one of this form for verbiage found in the program review and review the two goals below as well.

Goal #1: The first of the three overarching goals of the DEITD is to increase student success and retention and to ensure equity for all students by continuing to develop and offer training to the faculty and staff in alignment with Barstow Community College's strategic goals: 1.4.5, 1.4.7, 3.1.7, 3.2.3, 3.3.2 and 3.3.3

Goal #2: The second of the three overarching goals of the DEITD is to increase student success and retention and to ensure equity for all students by continuing to collaborate with other departments and outside entities in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.5, 1.4.7, 2.1.5, 3.1.2, 3.1.7, 3.2.3, 3.3.2 and 3.3.3.

BUDGET ALLOCATION PROPOSAL

- b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

Barstow Community College relies upon its online presence, with between 87.5% and 92% of the course sections being either entirely online or having an official online component. Of the between 8% and 12.5% of the course sections which are strictly traditional, a Canvas component is maintained in over 95% of the course sections. Before 2019, Barstow Community College maintained a ratio of approximately 50% online and 50% traditional. Since 2019 the DEITD staffing has not changed but the responsibility, complexity, knowledge, skills and abilities required to maintain our excellent reputation in the online arena has increased substantially, as has the required workload. Barstow Community College cannot survive without its online program, and we must continue to invest in the DEITD in order to remain solvent.

The question remains, “is the training and collaboration effective?” To determine if our training was increasing student success and retention we visited the state level Data Mart and compared Barstow Community College Student Success and Retention rates for both Distance Education and all classes.

The DEITD compared the **Delayed Interaction Internet Based success and retention count** for Victor Valley college and for Barstow Community College and was pleased to discover the Success and Retention rates for Barstow Community College exceed those of Victor Valley College by 3.9% for student retention and by 7.11% for student success.

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The DEITD compared the **Non Distance Education Methods for success and retention count** for Victor Valley college and for Barstow Community College and was pleased to discover the Success and Retention rates for Barstow Community College exceed those of Victor Valley College by 1.91% for student retention and by 12.12% for student success.

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- c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

Goal #1: The first of the three overarching goals of the DEITD is to increase student success and retention and to ensure equity for all students by continuing to develop and offer training to the faculty and staff in alignment with Barstow Community College’s strategic goals: 1.4.5, 1.4.7, 3.1.7, 3.2.3, 3.3.2 and 3.3.3

Goal #2: The second of the three overarching goals of the DEITD is to increase student success and retention and to ensure equity for all students by continuing to collaborate with other departments and outside entities in alignment with Barstow Community College’s strategic goals: 1.3.4, 1.4.5, 1.4.7, 2.1.5, 3.1.2, 3.1.7, 3.2.3, 3.3.2 and 3.3.3.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

BUDGET ALLOCATION PROPOSAL

Example: [Technology Assessment Form](#)

(This question is not required for Personnel/Staffing requests.)

4. a) How will this resource improve student success or institutional services?

The hyflex course sections allow students to choose either online or on campus attendance. There is currently no dedicated support for this fledgling program. In Fall of 2022, 12% of sections offered were Hyflex and in Spring of 2023, 18% of sections offered were Hyflex. Having a dedicated support person will provide program stability and promote program growth. In addition, the Hyflex position will be able to provide faculty training on the Hyflex modality and will assume responsibility for the Hyflex sections in Canvas. Providing dedicated support to an instructional program has been proven to increase student success, retention and equity as the statistics comparing Barstow Community College to Victor Valley college indicates.

The additional Hyflex position will allow the Instructional Design Specialists to focus more time on the POCR review process, which is a state level process that leads to a quality reviewed badge on the CVC course exchange. In addition, the training provided to the faculty during the POCR process will provide them with the enhanced skills necessary to improve all of their classes, thus raising the quality of our curriculum and enhancing student success, retention and equity.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Courses which have been through the POCR process will have student success/retention rates compared both to the course before the POCR process and to other courses which have not gone through the POCR process. College wide student success and retention rates will be compared to our sister college, Victor Valley.

Surveys will be done for the Hyflex program to ensure satisfaction levels of 80% or better by the program review following the hiring of the additional personnel. The number of Hyflex sections and number of Hyflex faculty will also be compared. College wide student success and retention rates for hyflex will be compared to our sister college, Victor Valley.

5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

“Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth.”

BUDGET ALLOCATION PROPOSAL

Providing additional funding to the DEITD ensures the faculty have the dedicated support needed and the professional development required to continually improve our curriculum.

2. [Strategic Priorities](#) / [Strategic Goals](#)

Strategic Priority 1.3.4, 1.3.5, 1.4.4, 1.4.5 and 1.4.7 (all), 1.5.2 (Faculty Development and Curriculum).

The DEITD's #1 program review goal is to increase student success, retention and equity by delivering professional development for faculty and utilizing the POCR process to provide quality review of selected courses.

Strategic Priority 2.1.5, 2.3.1 (Innovation and Collaboration).

The DEITD's #2 program review goal is increase student success, retention and equity by interfacing with the CVC-OEI and other college departments to ensure we retain our innovative technologies and scheduling options such as our new Hyflex program.

Strategic Priority 3.1.2, 3.1.7, 3.3.2 , 3.3.3 (Instructional Design and Equity)

The DEITD's #1 program review goal is to increase student success, retention and equity by delivering professional development for faculty and utilizing the POCR process to provide quality review of selected courses.

3. [Educational Master Plan](#)

Page 8 of the Educational Master Plan: Among several suggestions for the College to consider is participating to a greater extent in some of the statewide initiatives. The California Online Education Initiative is an opportunity to secure some assistance to faculty and students to engage in that pedagogy.

The reorganization will allow the DEITD to focus more closely on the OEI POCR process.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

Page 4 of the Technology Plan: We have live, hybrid, and online courses, programs, and student services that are technology driven so that students from around the world can communicate with faculty, tutors, and advisors via the phone, local networks, and the internet.

Barstow Community College is now implementing a new type of online program: Hyflex, and this proposal would provide dedicated support to this program.

Page 4 of the BCC Professional Development Plan: The [DEITD] Instructional Technology Center (ITC) provides both online and hands-on training to students/faculty/staff. The ITC monitors internet and distance education issues and will create new training materials as needed.

The reorganization will allow the DEITD to continue to develop and offer new training courses.

ADMINISTRATIVE USE

BUDGET ALLOCATION PROPOSAL

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION

*(This section **MUST** be completed)*

Budget Program Number: _____ Restricted Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL

Date: <u>8/10/23</u>	Originator: <u>Nancy Olson</u>		
	<u>Distance Education and Instructional Technology</u>		
Program or Department Name:	<u>Department (DEITD)</u>		
	<u>Dr. Jennifer Rodden, Vice President of Academic Affairs</u>		
Dean/Vice President/Supervisor:	<u>Barstow Community College</u>		
What are you requesting? (Brief) <u>License Budget and State Reciprocity Agreement Increase</u>			
Amount Requested: <u>\$69,603</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known) : _____			
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete Personnel/Staffing section below</small>	<input checked="" type="checkbox"/> Technology Resource <small>Complete Technology section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete Facilities section below</small>	<input checked="" type="checkbox"/> OTHER

PERSONNEL/STAFFING REQUEST			
Is the position request for:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Classified	<input type="checkbox"/> Management/Confidential
Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)		
	<input type="checkbox"/> An existing classification	Official Job Title: _____	
Is the position requested:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time: _____ Months/Year	_____ Hours/Week

TECHNOLOGY RESOURCE REQUEST			
Indicate the category of the request:			
<input type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Printer/Copier	<input type="checkbox"/> Network
<input type="checkbox"/> Audio-Visual	<input checked="" type="checkbox"/> License/Maintenance		
Indicate the intended users:			
<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Explain: <u>Training is handled by the DEITD Team</u>
How will it be secured?			
<input type="checkbox"/> Alarm	<input type="checkbox"/> Secure Room	<input type="checkbox"/> Secure Cabinet	<input type="checkbox"/> Cable/Lock
			<input type="checkbox"/> Password
Have you completed and attached the Technology Assessment Form ? (For the Impact program the Technology Assessment Form is being routed through the appropriate departments. It should be available by the official program review deadline).			

FACILITIES RESOURCE REQUEST			
Indicate the intended users:			
<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Is maintenance required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____			

BUDGET ALLOCATION PROPOSAL

1. Why is the request being made?

During the COVID pandemic several software items were purchased and integrated with Canvas or are used for tutoring. Chronometer \$1,604, Draw It To Know It \$5,000, Hypothesis \$5,200, Net Tutor \$2,300, Pivot Interactive \$19,700, Sensource \$420, TurnItIn \$7,839, Labster \$8,551, The Visible Body \$15,770, Impact \$3,700. TurnItIn is already funded, leaving an unfunded liability of \$62,245. Adding a ten percent increase brings the total recommended amount to \$69,253, which includes a ten percent increase for TurnItIn as well.

The \$350 additional amount for the state reciprocity agreements will allow the college to remain in legal compliance with other states, and will ensure we do not drop below our current 25 state agreement level.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

The third of the three overarching goals of the DEITD is to increase student success and retention and to ensure equity for all students by administering the Canvas Learning Management System and creating an DEITD budget for the Canvas LTIs in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.7, 3.1.2, 3.1.7, 3.3.2 and 3.3.3

The DEITD compared the **Delayed Interaction Internet Based success and retention count** for Victor Valley college and for Barstow Community College and was pleased to discover the Success and Retention rates for Barstow Community College exceed those of Victor Valley College by 3.9% for student retention and by 7.11% for student success.

College	Semester	Credit Retention	Credit Success
Victor Valley	Fall 2022	83.94 %	61.52 %
Barstow Community College	Fall 2022	87.84%	68.63%

The DEITD compared the **Non Distance Education Methods for success and retention count** for Victor Valley college and for Barstow Community College and was pleased to discover the Success and Retention rates for Barstow Community College exceed those of Victor Valley College by 1.91% for student retention and by 12.12% for student success.

College	Semester	Credit Retention	Credit Success
Victor Valley	Fall 2022	87.71 %	69.29%
Barstow Community College	Fall 2022	89.62%	81.41%

It is also important to note that the DEITD is tasked with ensuring our State Authorization Reciprocity Agreements are uptodate and accurate. Although the cost to maintain all 50 states would be significant at \$262,000, Barstow Community College is strategic with its State Authorization Reciprocity Agreements and currently maintains agreements with 25 states. Due to changes in its law, the college will lose its authorization with Utah; however, the DEITD is working with the Curriculum Specialist to determine all classes which have a required internship or field trip. Once we have obtained that information we will be able to replace Utah with Oklahoma. The DEITD did its annual audit of our agreements and has determined to maintain Alaska and Illinois we will need an additional \$350 added to our annual budget.

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

BUDGET ALLOCATION PROPOSAL

In the 2022-2023 fiscal year the DEITD included the existing Canvas LTIs in their program review and as a result the DEITD was granted an increase of \$34,000. Unfortunately, this is not a sufficient increase to cover the existing Canvas software integrations. In fiscal year 2023-2024 the funding was not rolled over in the tentative budget and so the Canvas software implementations were paid for by Higher Education Emergency Relief Fund (HEERF). This funding is now at an end and so it is imperative that the Canvas software implementations are created as ongoing funding in the tentative budget for 2023-2024. The DEITD administers the Canvas system and is responsible for notifying the appropriate areas through the program review process to ensure there is an ongoing budget for the above software licenses. The DEITD is also responsible for the state reciprocity agreements and must ensure there is an appropriate amount of funding reserved for the two states who require nominal fees to come to an agreement.

- c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

The third of the three overarching goals of the DEITD is to increase student success and retention and to ensure equity for all students by administering the Canvas Learning Management System and creating an DEITD budget for the Canvas LTIs and state reciprocity agreements in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.7, 3.1.2, 3.1.7, 3.3.2 and 3.3.3

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

(This question is not required for Personnel/Staffing requests.)

The DEITD will continue to provide training and support for the Canvas LTIs. These resources are maintained by the company and training is delivered by the Instructional Design Specialists and the company. The TLSC does provide tutoring for classes and advanced tools require them to work cooperatively with the DEITD to learn the new LTIs. Information Technology has to redirect students who request assistance to LTIs to the TLSC. Both of these departments had minimal impact when these LTIs were initially implemented and as Impact is not utilized by students there should be little resources utilized by other departments.

4. a) How will this resource improve student success or institutional services?

The Canvas LTIs provide the ability to offer classes, particularly science and English online. It will increase student success and equity for all classes by providing additional student supports.

The state reciprocity agreements must be maintained as they allow us to register residents of 25 other states and as they keep the college legal in regards to other state laws on their residents access and information.

- b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Once the college implements Impact the DEITD will be able to determine who effective the Canvas LTIs are and will be able to adjust the Canvas LTIs to receive the best return on its investment.

BUDGET ALLOCATION PROPOSAL

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

From the Mission Statement: Barstow Community College is an accredited, open access institution of higher learning committed to providing our students, community, and military population with the educational tools to achieve personal goals and professional growth.

The DEITD wishes to continue to provide educational tools and the professional development needed to ensure the educational tools are used effectively. The DEITD ensures the college can serve students in 25 other states by maintaining the state reciprocity agreements.

2. [Strategic Priorities / Strategic Goals](#)

The third of the three overarching goals of the DEITD is to increase student success and retention and to ensure equity for all students by administering the Canvas Learning Management System and creating an DEITD budget for the Canvas LTIs in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.7, 3.1.2, 3.1.7, 3.3.2 and 3.3.3

The Goals of the DEITD and the Strategic Goals are perfectly aligned as is demonstrated above. The DEITD ensures the college can equitably serve students in 25 other states by maintaining the state reciprocity agreements.

3. [Educational Master Plan](#)

Page 139 Teaching and learning in biology increasingly relies on data-driven activities requiring the use of software on computers or tablets. The above information correlates to the requested resources.

Page 50 of the Educational Master plan states, "A serious revisiting of online instruction as a delivery mode is being funded in the State. While the College has been building an array of online classes, the online education initiative is a promising opportunity in which the College should consider participating."

After reading this quote it is apparent that part of this revisiting of online instruction must include providing sufficient tools for students to be successful and ensuring we remain legal while doing it.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

[Technology Plan](#)

Page 4 As you well know, technology changes at an incredibly fast rate, and in order for our students to receive an education that translates into a good job or continuation at a 4-year college or university, it is important that our college stay up-to-date with technological advances. In fact, technology affects all departments and classrooms on our campus and satellite locations.

Providing stable and ongoing funding for instructional technology that currently exists or that is approved through the program review process is a critical component of student success and retention.

BUDGET ALLOCATION PROPOSAL

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION

*(This section **MUST** be completed)*

Budget Program Number: _____ Restricted Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____