

# Non-Instructional Program Review- Annual Update Template

## Service Area/Administrative Unit

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

Academic Year: 2025-2026

Name(s) of Submitter(s): Nancy Olson, Director of Distance Education and Instructional Technology, Aniko Kegyulics, Adrienne Rodriguez, Heather Robbins, Instructional Design Specialists

Annual Update #1  #2

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

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## 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

Provide professional development to faculty so they will be able to utilize AI tools in an effective manner in Canvas.

#### 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

In cooperation with other departments and the DEIT Committee monitor distance education guidelines and laws and adjust the Barstow Community College Distance Education program to remain in compliance with these guidelines and laws; work cooperatively with Student Services, the Business Office, Application Services/Information Technology and Academic Affairs to implement the Teaching College.

#### 3. GOAL #3

The DEITD will continue to administer the Canvas Learning Management System and the DEIT Department budget and will work with appropriate personnel and processes to become a Teaching College in alignment with Barstow Community College's strategic goals: 1.1.3, 1.1.7, 1.3.4, 1.4.7, 2.1.5, 2.1.12, 4.3.4, in order to support student success, equity and retention.

#### Expected Service Area Outcome/Administrative Unit Outcome

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Complete the Spring 2025 CVC-OEI Teaching College Cohort in order to allow Barstow Community College to accept students from the CVC-OEI Exchange.

**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**

Khanmigo for Faculty and Students will be integrated with Canvas in Fall 2024

The DEIT Department will create and provide professional development trainings for faculty.

The DEIT Department will monitor the usage of Khanmigo and will offer support to faculty on demand.

**Discuss any progress on Action/Strategies.**

Khanmigo for Faculty and Students was not implemented in fiscal year 2024-2025 because it did not yet have classroom level capability and so it would have been an all or nothing solution. These solutions are often unpopular with faculty as they force an universal adoption of a new software package. Instead, upon the advice of the Instructional Customer Service Representative, the department decided to delay these goals until classroom level adoption became available. The DEIT Department instead implemented a new Canvas LTI, PlayPosit, and dealt with the removal of Hypothes.is and the integration of Perusall, as our new annotation reader.

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

Khanmigo will be sent to the DEIT Committee and the Academic Senate for adoption approval this year as it now has a classroom level option, so this goal is still on track. PlayPosit is an interactive video platform that allows instructors to transform passive video content into engaging learning experiences by embedding questions, discussions, and other interactive elements directly into videos. It's designed to foster active learning and improve student engagement, particularly in online and blended learning environments. It's integrated with Canvas, allowing instructors to create "bulbs" (interactive video lessons) and track student performance through analytics. The California Community Colleges Chancellor's Office provides PlayPosit to all 116 colleges through CCC TechConnect, offering it at no cost to faculty, staff, and administrators. A demonstration of PlayPosit was given to the DEIT Committee on 9/24/24. It was approved by the DEIT Committee on 10/22/24. The Academic Senate approved the adoption of PlayPosit on 10/3/24. PlayPosit was installed and tested by our LTI Administrator, Adrienne Rodriguez, on 10/21/24. The first live

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demonstration for faculty occurred on 10/29/24. The software is now in regular rotation on the Canvas Global Announcement system, and one hour trainings specific to Barstow Community College will begin in the 25-26 fiscal year. During the Fall 2024 Accreditation Team visit, the Accreditation Team reviewed the Regular and Substantive Interaction (RSI) for 15 random Barstow Community College online courses. The determination was made that we did not meet RSI. The Director determined that one of the reasons RSI was not achieved was the failure of the Hypothes.is LTI to allow other faculty level roles in a course to review the RSI occurring. As a result of this discovery, the DEIT Department researched and sent through the adoption process a new annotation tool: Perusall, an online social learning platform for annotating text, video, and audio content – motivating students to ask questions, share insights, and build a learning community. Perusall was purchased by the college on 2/5/25. It was not voted on by the DEIT Committee or Academic Senate as the college could no longer utilize Hypothes.is due to its inability to show RSI to the Accreditation Team. Perusall was presented to the DEIT Committee on 3/25/25 and on 4/22/25. The first live demonstration for faculty occurred on 4/30/25. The software is now in regular rotation on the Canvas Global Announcement system, and one hour trainings specific to Barstow Community College will begin in the 25-26 fiscal year.

## **2. GOAL #2 Action/Strategies**

Continue to attend CVC-OEI Regional Meetings; the Online Teaching Conference and Instructurecon and return to disseminate new regulations.

Work with the DEIT Committee and the Academic Senate to update the Distance Education Guidelines Packet.

Utilize the new Intelligent Insights Canvas data analysis tool to verify inactive and struggling students and provide appropriate departments with statistical reports.

Join and complete the Spring 2025 Teaching Cohort.

### **Discuss any progress on Action/Strategies**

The Director of Distance Education and Instructional Technology attended all of the CVC-OEI Regional meetings on 9/27/24, 12/3/24, 2/28/25 and 4/25/25. The number of Teaching Colleges continues to grow and is currently at 76 out of 116 California Community Colleges.

The Director of Distance Education and Instructional Technology attended the Online Teaching Conference on 6/23/25 through 6/25/25. She brought back the information to accept the DETC grant, a closed captioning grant that will help us to become more ADA Compliant. The VP of Academic Affairs will need to sign the contract for this grant, which will then be jointly administered by the ACCESS and DEIT Departments.

The Director of Distance Education and Instructional Technology is scheduled to attend Instructurecon on 7/21/25 through 7/24/25.

The Academic Senate approved the following components of the Distance Education packet during the 2024-2025 fiscal year. BCC Course Design Template was approved on 10/3/24. BCC Course Design

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Rubric was approved as an aspirational goal on 10/3/24. The remainder of the DE Distance Education packet was approved on 3/6/25.

The Director of Distance Education and Instructional Technology met with Instructure to improve Intelligent Insights' functionality on 10/9/24 and 4/24/25. She will continue to work with Intelligent Insights to improve the functionality of its AI and will offer the student success and retention tools to the new Associate Dean of Academic Affairs in the Fall of 2025.

The VP of Academic Affairs has postponed the Teaching College cohort until 2/1/26.

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

The meetings and conference are measured by the attendance of the Director of Distance Education and Instructional Technology and by the knowledge that is brought back after the meetings/conferences and disseminated to the appropriate faculty. The Distance Education Guidelines Packet was updated. The Director is working cooperatively with Instructure to improve Intelligent Insights before it is released to other departments. The Teaching College has the pre-cohort informational packet filled out as of Spring 2025. The new VP has determined it would be better if the Teaching College was implemented in Spring 2026.

**3. GOAL #3 Action/Strategies**

Complete the requirements to become a Teaching College during the Spring 2025 CVC-OEI Teaching College Cohort

**Discuss any progress on Action/Strategies**

The Teaching College has the pre-cohort informational packet filled out as of Spring 2025

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

The Teaching College has the pre-cohort informational packet filled out as of Spring 2025. The new VP has determined it would be better if the Teaching College was implemented in Spring 2026.

**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.***

Click or tap here to enter text.

2. Goal 1       Goal 2       Goal 3

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

Click or tap here to enter text.

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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

During the 2025-2026 fiscal year start an AI Pilot by purchasing ChatGPT subscriptions for the Distance Education and Instructional Technology Department and five volunteer faculty members. These five faculty members will then provide a workshop in Fall 2026 and the DEIT Department will develop a one hour general AI Workshop.

#### Expected Service Area Outcome/Administrative Unit Outcome

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

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

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 3: Build Community

Choose an item.

Choose an item.

#### 2. Relationship to Guided Pathways

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

#### 3. Please list actions/strategies for achieving this goal/outcome.

Bring AI Pilot to DEIT Committee for approval. If passed by DEIT Committee forward to Academic Senate for approval If passed by the Academic Senate find five faculty volunteers Purchase subscription in Spring 2026 Hold Workshops in Fall 2026

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4. Briefly explain how you will measure the goal/outcome.  
If the AI Pilot is approved and the workshops are held it will have been successful
5. Please list resources (if any) that will be needed to achieve the goal/outcome.  
Money needed is already in budget.

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## 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.

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.

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## 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
Click or tap here to enter text.				
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