
Distance Learning

Cycles included in report:
Cycle #3 8/1/14 to 7/31/15

Program Name: Distance Learning
Program Cycle: #3 8/1/14 to 7/31/15

1 Summary Information Distance Learning

In the Fall of 2008 JCCC created a department for Distance Learning and hired a Full-time Director of Distance Learning Dr. Ed Lovitt to develop plans for growth and new initiatives. This department works in collaboration with faculty, department chairs, assistant deans and deans in the Instructional branch.

It was also during this time that JCCC began a reorganizational process for the Instructional Branch of the college. The Director of Distance Learning along with Directors of the Educational Technology Center, Library, Media Production all report to the Dean of Academic Support.

Mission of Distance Learning:

To utilize effective technologies to provide affordable, accessible, effective learning opportunities for those students who because of time, geographic, or other constraints choose not to attend traditional, on-site classes.

Vision of Distance Learning:

JCCC will provide distance learning courses as an integral part of an overall strategy to make higher education and lifelong learning accessible and available to all students.

The Distance Learning Advisory Council (DLAC) established in 2002 serves as an advisory committee to the Director of Distance Learning and is used to collect and submit recommendations to the Dean of Academic Support.

Attached below are reports that provide overview data of all the online courses offered for the past three years. This data shows a continued increase in the number of online sections offered each year.

Information collected by Institutional Research includes total number of students, credit hours along with retention data. The Distance Learning Department is not involved in the hiring of faculty who teach online and is not responsible for the creation or recommendation of online courses at JCCC.

2012 Spring Report [PDF 506 KB 9/12/14]
2012 Fall Report [PDF 539 KB 9/12/14]
2012 Summer Report [PDF 486 KB 9/12/14]
2013 Fall Report [PDF 555 KB 9/12/14]
2013 Spring Report [PDF 670 KB 9/12/14]
2013 Summer Report [PDF 490 KB 9/12/14]
2014 Spring Report [PDF 625 KB 9/12/14]
2014 Summer Report [PDF 645 KB 9/12/14]

2 Achieve/Promote Student Success Student Success

Student success is one of the top priorities for the Department of Distance Learning. We provide a variety of resources many listed below for students to prepare for online learning and use our Distance Learning Advisory Council in conversations to help with student success.

2.1 Additional Programming Student Distance Learning Orientation & Tutorials

The Department of Distance Learning provides a number of face-2-face and online orientations available for online students prior to the start of each semester.

1. Distance Learning Face-to-Face Orientation
2. ANGEL Distance Learning Orientation
3. Desire2Learn Student Help Videos

4. Desire2Learn Student Online Tutorials

2.2 Measures/Assessments Student Offerings

The college offers specific orientation and training sessions.

Over 5,000 online students were sent email invitations to Face-to-Face orientations during the Fall 2014 semester in August. <http://www.jccc.edu/distance-learning/orientation.html>

Recordings of these sessions were provided for students unable to attend.

Distance Learning Tutorials provided inside ANGEL for self-paced open access every semester.

Distance Learning Tutorials provided inside D2L for self-paced open access every semester

2.3 Accomplishments Student Participation in Offerings

Each semester over 100 students participate either online or attending face-to-face Distance Learning Orientations at JCCC.

In the past 6 years over 17,000 students have enrolled in the ANGEL Distance Learning Orientation Course at JCCC.

Since Summer 2014 over 300 students have enrolled in the D2L Student Tutorial Course at JCCC.

You will also see attached a map of all the States in the USA that JCCC has students completing online courses.

USA_JCCC_Online Students [JPG 285 KB 11/18/14]

3 Assessment of Student Learning Outcomes Student Outcomes

The Assessment of Student Learning Outcomes is conducted outside the Distance Learning Department. This department is however currently involved in exploring ways to use our D2L LMS system to connect Student Learning Outcomes to course activities inside both online and face-2-face courses at JCCC.

4 Significant Assessment Findings

5 Ongoing Assessment Plans Ongoing Training

The Distance Learning Department has been involved in additional training from Desire2Learn on how to collect data from courses in our LMS that help support ongoing assessment of learning outcomes. We are in the process of identifying needs and interests from various departments and divisions and ways to plan for ongoing training.

6 Student Evaluation/Survey Responses Student Evaluations and Surveys

Currently the Department of Distance Learning does not collect feedback from students at a department level. We have used surveys inside ANGEL to collect feedback on the orientation and tutorial sessions. Unfortunately this data is no longer available with the decommissioning of our ANGEL server in June of 2014.

We are beginning to work with Institutional Research on the development of a student interest survey for future development and marketing of online courses and degrees. We are also looking at including feedback surveys inside current student D2L tutorials and training.

6.1 Highlight Accomplishments

7 Curriculum Reflection

8 Resource Center Successes Faculty Training

The Distance Learning Advisory Council (DLAC) and Instructional Deans Council (IDC) recommends the completion of iTeach Online prior to teaching online at JCCC. Faculty are required to complete a six lesson training called iTeach prior to teaching an online course at JCCC.

1. iTeach ANGEL
2. iTeach Desire2Learn
3. Quality Matters "Applying the Rubric"

ZETC 190 - iTeach Online D2L

The iTeach Online course will combine all the instructional modules found in the Getting Started, Building Course Content, Using Communication Tools, Using Assessment Tools, Managing Grades and Progress and Managing Your Course Site. This is not a self-paced course and is designed for individuals unable to attend the Face-to-Face sections.

ZETC 191 - Getting Started with D2L

In this first of six courses, participants will review some basic navigation components of the Desire2Learn learning management system. JCCC Quality Guidelines for online courses will also be reviewed. Some of these guidelines including Student Expectations, Introductions of the Instructor, Communication Guidelines, Response Time-frame, Grade Policy, Netiquette Policy, Copyright Statement, and Required Course Technologies. Participants will learn how to set-up their profiles and manage their notifications along with identifying basic fundamentals of navigation inside the D2L LMS.

ZETC 192 - Build Your Course in D2L

In this second of six courses, participants will review adding and organizing Modules and Topics using the Course Builder tool inside the Desire2Learn learning management system. Understanding how to use Release Conditions, HTML Editor and managing files will also be addressed.

ZETC 193 - iTeach Using Communication Tools - CRN 34104 Tuesday November 4th 1:00 - 3:00 p.m. LIB 373

In this third of six courses, participants will review the various Communication Tools including: News, Discussions, E-mail, Calendar, Blogs, Chat and the Checklist. Each tool will be explored in detail so users can decide upon the best approach for their course.

ZETC 194 - Using Assessment Tools in D2L

In this fourth of six courses, participants will review adding Assessments tools in a course. This session will explore various tools including the Quizzes, Question Libraries, Surveys and Self Assessments.

ZETC 195 - Using the D2L Gradebook

In this fifth of six courses, participants will review using the Desire2Learn Grade Book and generating Reports. Individuals will learn how to setup a grade book using the Wizard as well as adding manual and content-based entries into the system.

ZETC 196 - Managing Your Course in D2L

In this sixth and final core course, participants will place the final touches on their course. We will review all the Course Editor functions for instructors located in D2L along with providing instructions on Course Import processes and how to manage Dates for your course.

8.1 Highlight Faculty/Tutor Accomplishments Faculty Training Completers

The following list of faculty have successfully completed the required training as required by DLAC and IDC.

ANGEL iTeach Completers [PDF 312 KB 9/19/14]

D2L iTeach Completers [PDF 134 KB 9/19/14]

QM Completers [PDF 146 KB 9/19/14]

8.2 Innovative Research, Teaching or Community Service C2C and SIDLIT

This department works with Colleague to Colleague to help host the annual Summer Institute for Distance Learning and Instructional Technology (SIDLIT) <http://blogs.jccc.edu/c2c/sidlit/>

Colleague to Colleague (C2C) originated as the staff development sub-group of the Heartland Alliance, but subsequently has become a professional association of faculty, staff and administrators from a variety of Kansas and Missouri institutions. Our goal is to share technology expertise, resources, and training with a special emphasis on distance education and instructional technology in Kansas and Missouri.

We hope that this Web site will serve as a gateway for students and educators to information and resources related to distance education and instructional technology. Participating institutions in C2C include Kansas or Missouri technical and community colleges, State Regents universities, as well as private institutions of higher education with common interests and goals.

C2C cosponsors the Summer Institute on Distance Learning and Instructional Technology (SIDLIT pronounced sidelight) in conjunction with Johnson County Community College.

The annual SIDLIT (a conference for faculty, administrators, librarians, student services and tech support staff) takes place on a Thursday and Friday late in July or early in August at Johnson County Community College in Overland Park, KS. SIDLIT typically draws up to 400 participants.

Colleague to Colleague (C2C), a chartered professional organization, is designed to facilitate the exchange of information and expertise between faculty and staff involved or interested in instructional technology, online instruction, and distance education. The organizations primary focus is on staff development and collaboration between the community colleges, technical colleges, and universities in the Kansas and Missouri bi-state region.

SIDLIT is a professional development conference which includes presentations, topic-oriented special interest discussion groups, hands-on workshops, and demonstrations.

9 Goal Setting and Action Plan

9.1 Long-term Goals Courses and Degree Programs

1. Over the next 5 years continue to increase the number of quality distance learning courses, certificates and degree programs to meet the needs of our students.
2. Over the next 5 years implement course development and review procedures to ensure the quality of distance learning courses and program offerings.
3. Over the next 5 years implement a plan to integrate the tracking of Learning Outcomes in the Desire2Learn LMS.
4. Over the next 5 years provide training for online faculty on issues of academic integrity, including ways to reduce cheating.
5. Over the next 5 years provide training for online faculty on issues of accessibility and how to insure ADA compliance in the online classroom.

9.1.1 Long-range Adjustment to Resources Budget and Resources

The Distance Learning Department utilizes the Instructional Technology Plan (ITP) to request additional hardware and software to support the ongoing investments in online learning at JCCC.

We also work with Information Services to insure compatibility with existing databases and systems.

9.1.2 Updates on Long-Term Goals

9.2 Short-Term Goals

1. In the 2014-15 academic year conduct a student and community needs assessment to identify gaps in distance learning courses and degree programs.
2. In the 2014-15 academic year provide the necessary training programs, services and support staff needed to assist faculty in the development, design, delivery, evaluation and on-going maintenance of new and existing quality distance learning courses.
3. In the 2014-15 academic year complete State Authorization Reciprocity Agreements (SARA) enrollment form to join the Midwestern Higher Education Compact.
4. In the 2014-15 academic year continue to work on Quality Initiatives in the design and delivery of online courses at JCCC.
5. In the 2014-15 academic year work on guidelines and procedures for Faculty Handbook.

9.2.1 Actions/Resources Required Budget and Resources

The Distance Learning Department utilizes the Instructional Technology Plan (ITP) to request additional hardware and software to support the ongoing investments in online learning at JCCC.

We also work with Information Services to insure compatibility with existing databases and systems.

9.2.2 Updates on Short-Term Goals

10 Accreditation Standards Quality Improvement Process (AQIP)

The Department of Distance Learning has worked with the Higher Learning Commission on submission of approval for degrees and certificates via distance education. Attached are reports and approvals from the HLC.

2010 HCL-AQIP Online Course Recommendations [PDF 226 KB 9/12/14]

2010 Response to Higher Ed questions for Distance Learning [PDF 210 KB 9/12/14]

11 Resource Request/Adjustment

AY 15 Budget_Distance Learning [XLS 44 KB 9/22/14]

11.1 Long-range Adjustment to Resources

11.2 Educational Technology Support

End of report