



**2015-16 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Teaching and Learning Center**

**DUE DATE TO VPs/President: March 22, 2016**

**DUE DATE FOR VP/President Summaries: April 7, 2016**

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**INSTRUCTIONS:** This program review covers the time frame AY 2014-2015 and Fall 2015, inclusive. The planning identified is for Spring 2016 and academic year 2016-2017.

**I. MISSION**

**A. State the current program mission**

The mission of the Teaching and Learning Center is to inspire and enable faculty to enhance teaching and learning through the effective use of instructional technologies. Providing quality resources and focused training and support, the TLC is the hub of the college's professional development activities that contribute to the pedagogical and technical knowledge of LPC faculty, staff, and administrators. The TLC also provides leadership, coordination, and management of the college's web site, Student Learning Outcomes online system,

and Distance Education efforts. Ultimately, TLC work will result in student-centered courses and web pages that allow all students, including those with disabilities, to reach their educational goals.

B. The mission of Las Positas College is,

*Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.*

Discuss how the program/service area supports the college mission.

The learning opportunities provided to faculty and staff through instructional technology workshops and appointments all have the same goal: to enhance teaching and learning to the benefit of students.

When instructors are trained to design Distance Education courses, they are taught how to make them student-centered and how to meet the learning styles of all students, including those with disabilities. This inclusiveness, coupled with support received by faculty, results in quality instruction that helps students in degree, career-technical, and transfer program reach their goals. Since Distance Education can reach a variety of students who might not be otherwise able to come to campus, it is inclusive by nature.

An important aspect of the LPC web site is to provide accurate and complete information to ensure that students are on the correct path to reaching their goals.

When SLO data emanating from the online system are analyzed by faculty, the results is improved teaching and learning, which also helps students reach their goals.

C. List the major functions/duties of your unit.

1. Provide pedagogical and technical training and support to faculty integrating technology into their curricula, designing hybrid courses, and designing online courses.

2. Lead the Distance Education efforts in addressing and solving issues relating to all aspects of DE, including curriculum, strategic planning, policies and procedures, scheduling and writing reports.

3. Coordinate the delivery of all web-enhanced, hybrid and online courses.

4. Administer the college course management system to ensure continuous, optimal efficiency of courses.
5. Train and support faculty and staff on how to make their web content accessible to all students, particularly those with disabilities.
6. Administer the college web site, and train and support users contributing to it.
7. Administer the college Student Learning Outcomes online system, train and support its users.

## II. GOALS AND OBJECTIVES

### A. Major Goals and Objectives for Spring 2016 and AY 2016-17.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP Goals or Planning Priorities linked to this Goal/Objective

1. Implement a web content management system	June 2016	December 2016	Yes	<p>EMP: Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.</p> <p>PP: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.</p>
2. Begin the transition from Blackboard to Canvas	July 2016	June 2017	Yes	<p>EMP: Ensure excellence in student learning by providing quality teaching, learning support, and student support services.</p>
3. Begin the transition to the Online Education Initiative	July 2016	June 2017	Yes	<p>EMP: Ensure excellence in student learning by providing quality teaching, learning support, and student support services.</p> <p>PP: Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.</p>
4. Transition to the upgraded version of eLumen	July 2016	December 2016	Yes	<p>PP: Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate</p>

				assessment of SLOs into college processes.
5. Receive approval of the 2016 Substantive Change Proposal	May 2016	May 2016	No	PP: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.

### III. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

Program Assessment Planning for Spring 2016 and AY 2016-17

Administrative Unit Outcome to be Assessed	What assessment methods do you plan to use?	When will assessment be conducted and reviewed?	What result, target, or value will represent success at achieving this outcome?	How do you anticipate using the results from the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
The TLC will ensure that contributors are comfortable using the new web content management system.	Employee satisfaction survey	Spring 2017	80% satisfaction	Increase training and support	<p>EMP: Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.</p> <p>Ensure excellence in student learning by improving organizational processes and fostering</p>

					professional development.
The TLC will effectively train and support those who use its services.	Employee satisfaction survey	Spring 2017	80% satisfaction	Identify areas that need improvement and work to improve them	Ensure excellence in student learning by improving organizational processes and fostering professional development.
The TLC will produce data reports communicating the SLO status of the college.	Data from eLumen	End of Fall 2016	100% of the necessary data is included	Inform the SLO Committee of the college's status	PP: Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.

#### IV. STAFFING

##### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2011	2012	2013	2014	2015	2016-2017	2017-2018

Administration								
Supervisory (Confidential)	1	1	1	1	1		1	1
Classified Staff FT	1	1	1	1	2		2	2
Classified Staff PT								
Confidential Staff FT								
<b>Total Full Time Equivalent Staff</b>	2	2	2	2	3		3	3

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p>List Staff Positions Needed for Academic Year <u>2016-17</u>            _____            Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) =            New or (R) =            Replacement</p>	<p>Estimated            Annual</p>	<p>EMP Goals or Planning            Priorities Linked to Position</p>
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		<b>Total Cost</b>	
<p><b>1. Instructional Technology Support Specialist</b></p> <p><u>Reason:</u> Time demands are going to increase with impending moves to OEI, Canvas, and a new eLumen system, leaving little time to deal with daily support issues. Video production and accreditation repository maintenance will suffer.</p>	R	\$70,000	<p>EMP: Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.</p> <p>Ensure excellence in student learning by providing quality teaching, learning support, and student support services.</p> <p>PP: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.</p>
<p><b>2.</b></p> <p><u>Reason:</u></p>			
<p><b>3.</b></p> <p><u>Reason:</u></p>			
<p><b>4.</b></p> <p><u>Reason:</u></p>			



<b>5.</b>  <u>Reason:</u>			
<b>6.</b>  <u>Reason:</u>			

## V. FACILITIES

### A. Facilities Needs

#### FACILITIES NEEDS

List the Facilities Needed and the Reason	EMP Goals Linked to Position
<b>1. Multimedia studio</b> <u>Reason:</u> With more instructional materials for students placed online, faculty need a place to create, and process, multimedia content. They also need a venue in which support will be provided.	EMP: Ensure excellence in student learning by providing quality teaching, learning support, and student support services.  PP: Provide necessary institutional support for curriculum development and maintenance.
<b>2.</b>  <u>Reason:</u>	

3. <u>Reason:</u>	
4. <u>Reason:</u>	
5. <u>Reason:</u>	
6. <u>Reason:</u>	

## VI. TECHNOLOGY AND EQUIPMENT

### A. Technology and Equipment Needs

#### TECHNOLOGY AND EQUIPMENT NEEDS

<b>List the Technology and Equipment Needs</b> Place titles on list in order (rank) or importance.	<b>Indicate (N) = New or (R) = Replacement</b>	<b>Estimated Annual Total Cost of Ownership</b>	<b>EMP Goals or Planning Priorities Linked</b>
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			<b>to Position</b>
<b>1.</b> <u>Reason:</u>			
<b>2.</b> <u>Reason:</u>			
<b>3.</b> <u>Reason:</u>			
<b>4.</b> <u>Reason:</u>			
<b>5.</b> <u>Reason:</u>			
<b>6.</b> <u>Reason:</u>			

**VII. PROFESSIONAL DEVELOPMENT**

Professional Development Needs

	<b>Annual TC</b>
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<p><b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>			
	Cost per item	Number Requested	Total Cost
<p><b>1. Canvas system admin, faculty, and support training</b></p> <p><u>Reason:</u> In order to administer Canvas, then be able to train and support faculty and students, training is critical.</p>	Online Teaching Conference = \$1,200	1	\$1,200
<p><b>2. eLumen system admin and faculty training</b></p> <p><u>Reason:</u> In order to administer eLumen, then be able to train and support faculty, training is critical.</p>	Free with license	1	Free with license
<p><b>3. Web content management system admin training</b></p> <p><u>Reason:</u> In order to administer the web content management system, then be able to train and support faculty, training is critical.</p>	Users conference = \$1,600	1	\$1,600
<p><b>4.</b></p> <p><u>Reason:</u></p>			
<p><b>5.</b></p> <p><u>Reason:</u></p>			
<p><b>6.</b></p>			

<u>Reason:</u>			
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