2021-22 ADMINISTRATIVE UNIT PROGRAM REVIEW
**UNIT: Teaching and Learning Center   **

Please submit your completed Program Review to Sheri Moore by 12 pm on January 20th, 2022 to Sheri Moore.

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

Timeframe: This program review reflects on the time period between spring 2021 through fall 2021 and plans for spring 2022 through fall 2022.

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 the following:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

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 ALL 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 programs 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.

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, including technical, planning, policies and procedures, and writing reports.
3. Represent Distance Education on various college- and district-wide committees and task forces.
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 content management system, and train and support users contributing to it.

II.   GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved?

1. Revised the LPC Regular Effective Contact Guidelines and got them approved by the Academic Senate (phase 1).
2. Developed (preliminary) guidelines for merging sections/courses in Canvas that do not violate FERPA regulations.
3. Implemented a Student Support Hub in Canvas.
4. Implemented Pope Tech into Canvas, and trained faculty to self-check their courses for ADA-compliancy.
5. Implemented EvaluationKit software and utilized it for course evaluations.
6. Implemented a Program Mapper landing page.
7. Implemented a Career Coach landing page.
8. Revise the 6 Steps to Student Success site.

B. Major Goals and Objectives for Spring 2022 through Fall 2022.

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)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Train faculty to develop and teach instructionally sound HyFlex courses	February 2022	Ongoing	Dependent upon classroom technology implementation, possible monetary incentive	A1, A2, C4, C6, D3, D4
2. Revise, then gain Academic Senate approval of, the LPC Regular and Effective Contact Guidelines (phase 2)	January 2022	May 27, 2022	Dependent upon approval from Academic Senate	A2

3. Prepare faculty for the implementation of New Quizzes	February 2022	Ongoing	Dependent upon Canvas enforcing its timeline to disallow quiz creation in Classic Quizzes.	D3, D4
4. Train more faculty to use Pronto to increase interaction in online classes	February 2022	Ongoing	Dependent upon sufficient funds to extend the District's Pronto license and sufficient support for the product	D3, D4
5. Continue to re-code the LPC web site to meet WCAG 2.1 standards	January 2022	Ongoing		D3, D4

III.   STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2017	2018	2019	2020	2021		2022-2023	2023-2024
Administration								
Supervisory	1	1	1	1	1		1	1
Classified Staff FT	1	1	1	1	1		2	2
Classified Staff PT	1	1	1	1	1			
Confidential Staff FT								
Total Full Time Equivalent Staff	2.5	2.5	2.5	2.5	2.5		3	3

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year__2022-23_____ Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Estimated Annual Total Cost**	**EMP Goals or Planning Priorities Linked to Position**
1. Instructional Technology Specialist Reason: This position should be upgraded from 25 hours a week to 40 because of the faculty support and training needs emanating from the transition of most instruction to online. Even when the pandemic is deemed "over," it is assumed that there will be considerably more usage of Canvas than there was before the pandemic began. Therefore, support and training needs will be high, as will work in the area of web accessibility, for which this position is responsible.	**(N)…but really an increase in hours**	**$41,771**	**A1, A2, A3, C3, D1, D3, D4**
2. Reason:			
3.			

Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

IV.   FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. Reason: With more instructional materials for students placed online, faculty need a place (a studio) to create, and process, multimedia content. They also need a venue in which support will be provided.	**A1, A2, C4, C6, D1**
2. Reason:	

3. Reason:	
4. Reason:	
5. Reason:	
6. Reason:	

V.   TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

List the Technology and Equipment Needs Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Estimated Annual Total Cost of Ownership**	**EMP Goals or Planning Priorities Linked to Position**

1. HyFlex technology for training purposes Reason: If this technology is to be placed in classrooms, instructors need a place to practice, get trained, and get support. The TLC is the obvious place.	(N)	$5,000	A1, A2, C4, C6, D3, D4
2. Reason:			
3. Reason:			
4. Reason:			
5. Reason:			
6. Reason:			

VI.   PROFESSIONAL DEVELOPMENT

Professional Development Needs

List Professional Development Needs. 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	**Annual TC**	

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.	Cost per item	Number Requested	Total Cost	**EMP Goals or Planning Priorities Linked to Position**
1. Online Teaching Conference Reason: The Instructional Technology Coordinator needs to update knowledge & skills in state & federal regulations, accreditation guidelines, best teaching practices & online administration, Canvas, and the CVC. The Instructional Technology Specialist needs to update knowledge and skills in web accessibility in order to better support faculty.	**$1300**	2	**$2600**	**A1, A2, A3, E1**
2. Reason:				
3. Reason:				
4. Reason:				
5. Reason:				
6. Reason:				