2018-19 Center for Transformative Teaching and Learning Annual Program Plan

I.A. **Program Profile: Purpose**
Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College?

Narrative
CTTL Vision, Mission, and Goals

Vision: The vision of the CTTL is to be the core of professional learning and development for all Skyline College employees. The CTTL will be known across the region as a community to share ideas and inspire innovation to meet the challenges of equitable teaching, learning, and support to improve student success.

Mission: The CTTL ¬provides professional learning through activities promoting innovation, reflection, and collaboration for all employees in support of Skyline College's mission to empower and transform a global community of learners.

CTTL Goals:
1. Develop the scope, quality, accessibility, and accountability of CTTL programming that prepares Skyline College employees to meet their professional development goals as well as the needs of our students. (SCG 1)
2. Take a leadership role in promoting professional learning and development among community colleges in our region. (SCG 3)
3. Provide human, technological, and pedagogical resources to support employees with delivering instruction and services that meet the needs of our students. (SCG 4)
4. Foster the commitment of faculty, staff, and administration to ongoing improvement through access to opportunities for professional growth. (SCG 5)
5. Establish and maintain fiscal responsibility and alignment of CTTL programs and services to Skyline College's Mission, Vision, and Values. (SCG 7)
6. Ensure professional learning and development support campus efforts that value diverse communities of learners at Skyline College. (SCG 8)

I.B. Program Planning Team

Annual program planning is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the narrative. Include names and the title or role of each person.

Narrative

The following individuals were part of the planning team that developed 2017-18 to 2021-22 CTTL Strategic Plan.

James Houpis - Dean, Academic Support and Learning Technologies

Nina Floro - CTTL Coordinator (2017-2018)

Ricardo Flores - CTTL Instructional Technologist

Bianca Rowden-Quince - CTTL Instructional Designer

Christopher Collins - CTTL Distance Education Coordinator

Christopher Weidman - CTTL Accessibility

II.A.   Analysis: Progress on Prior Program Objectives (Goals) and Activities

Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. New programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities.

Narrative

Beginning in Fall 2018, CTTL will follow the strategic plan developed for 2017-18 to 2021-22. Below is the action plan that was established for 2017-18, and the progress achieved for each action item.

1) Identify and secure resources to provide accessibility accommodations for workshop attendees.

> Resources were provided for those workshop attendees that required accessibility accommodations. Financial resources for these accommodations (if needed) was supplied by the VPI Office.

2) Work with PRIE to design mixed-methods studies to evaluate the effectiveness of PD

> Work with PRIE is continuing.

3) Adjust times/dates and topics of CTTL workshops per needs assessed by CTTL/PD/DE surveys.

> Some times and dates were adjusted based on surveys.

4) Continue New Faculty Academy (formerly BootUp Camp) Faculty Training

> New Faculty Academy was updated and continued.

5) Continue Adjunct Faculty Teaching & Learning Symposium

> Adjunct Faculty Teaching & Learning Symposium was continued.

6) Continue Canvas and other DE-related training.

> Canvas training continued with the expansion from Beginner's Workshops to Intermediate and Advanced Workshops. And online Canvas course was developed and implemented.

7) Continue to develop programs, workshops, training to support First Semester Success, the Student Equity Plan, SSSP, Meta-Majors/GE Pathways, and Skyline College Promise

> CTTL continued to develop and implement programs, workshops, training to support First Semester Success, the Student Equity Plan, SSSP, Meta-Majors/GE Pathways, and Skyline College Promise

8) Increase accessibility training and development of accessible materials.

Chris Weidman joined CTTL with the primary function of providing accessibility training and developing accessible materials.

9) Implement Communities of Practice

Four Communities of Practice (CoP) we implemented. These CoPs were 1) Sustainability and Social Justice; 2) Service Learning; 3) Online and Hybrid Learning; and 4) Transformative Teaching and Learning.

10) Service Learning

Service learning continued with a second Day of Action. This CoP was led by Rika Fabian and with Financial Support from the VPI Office, CTTL, and the Center for Student Life and Leadership Development. Day of service included Habitat for Humanity, beach clean-up, and a food bank.

11) Launch Frontline Professional Development Management System.

It took longer than expected to develop the Frontline system to mimic Article 13 application. By May 2018, Article 13 applications will be handled 100% electronically through Frontline. Training and implementation will begin Fall 2018.

12) Pilot Lecture Capture

Piloting of lecture capture continues. Progress was slowed significantly by procurement, and as a result the newer lecture capture devices and editing software did not arrive on campus until Spring 2018. Expanded implementation began in Fall 2018.

13) Pilot Blue Pulse

BluePulse continues to be piloted.

14) Pilot VeriCite

This action is on hold, as VeriCite was purchased by Turnitin.

15) Investigate funding sources for Re-Boot Program for junior and senior-level faculty

Re-Boot program is in the planning stages.

16) Investigate funding sources for intensive adjunct faculty teaching & learning institute

This remains in the planning stage.

17) Research effective existing intensive classified staff institutes

Research coaching/mentoring programs for faculty/staff is in the conceptual stages.

18) Hire a FT Program Services Coordinator to assist with CTTL activities, programs, software implementation, Service Learning, and other new initiatives, etc.

> No hire

19) Hire an additional FT Instructional Designer or Technologist

> No hire.

20) Work with PRIE to design mixed methods studies to evaluate the effectiveness of PD

> CTTL continues to work with PRIE.

21) Provide leadership and training for ZTC (Zero Textbook Cost) and OER (Open Educational Resources) initiatives on campus.

> Ame Mahoney hired as PSC with grant to lead ZTC initiative on campus with team of collaborators inside and outside CTTL: skylinecollege.edu/ztc/index.php

II.B.   Analysis: Program Environment

Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur.

Narrative

In the upcoming months, there will be a significant change in the physical environmental of CTTL. CTTL is currently located in Building 1. To provide greater synergy with other areas in the Academic Services and Learning Technologies (ASLT) division, the CTTL will be relocated into Building 5 on the first floor. This will require CTTL to disassemble their current space and relocate in a new location. CTTL Offices will be located in what was the graphics space, and the CTTL workshop and learning space will be located in what was the shipping in receiving space. The move to Building 5 will occur in May-June 2019.

II.C. Analysis: Student Learning Outcomes (SLOs and PSLOs)

(1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.
(2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable.

Narrative

Not Applicable.

III.A. Reflection: Considering Key Findings

Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness.

Narrative
Strategic Planning

Going forward CTTL will no longer develop year-to-year action items, and instead will follow a long-term strategic plan. Effective strategic planning has three basic phases; 1) discussion; 2) planning; and 3) implementation. During the discussion stage, debate and discussions occur regarding the CTTL Vision and Mission. This was followed by developing CTTL Goals that were road mapped to the College Goals. By the end of the Academic Year 17-18, a 5-year strategic plan was developed containing 72 action items for the five units within CTTL. All 72 action items are ranked by priority (high, medium and low) are road mapped to the College's existing goals.

CTTL will use the strategic plan to guide its implementation efforts for the next 5-year. Twice per year, progress on all action items will be reviewed. Strategic plans, by their very nature, need to be dynamic. As such, action items need to be continually reviewed for relevance, and new action items added as needed. If College goals change over the next 5-years, CTTL goals will need to be remapped to the new goals.

Physical Space

Relocating CTTL from Building 1 to Building 5, in the short term, may disrupt many of the services that CTTL provides for the campus. However, in the long-term, the additional space and capabilities of the new workshop and learning space will allow CTTL to grow and develop additional transformation practices and innovative learning spaces.

III.B. Reflection: ISLOs

If your program participated in assessment of ISLOs this year:
(1) What are the findings and/or conclusions drawn?
(2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do.

Narrative

Not applicable.

IV.A. Strategy for Program Enhancement: Continuation/Modification

Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item.

Narrative

The Program has completely revised its strategy for program enhancement and review. In 2017-18, CTTL develop new vision, mission and goals to guide the program for the next five year. These new vision, mission and goals are;

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For each of these six goals, specifics objectives and action items were developed by the 5 units within CTTL (Online Education, Professional Development, Instructional Design, Instructional Technology and Accessibility). For each action

item (72 action items in total), the following needed to be identified; 1) Timeline; 2) Progress to Date; 3) Responsible Individuals; 4) Resource Identification; and 5) Priority. Twice a year, each responsible individual will review their appropriate action items for progress and relevance, and report their results to the Dean of ASLT (for inclusion in SPOL).

IV.B. Strategy for Program Enhancement: Action Plan and Resource Requests

Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.
(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. Institutional Goals. Need help? Contact the PRIE Office for further instructions.

Narrative

Associated Objectives

803-Expand and Improve Accessibility

804-Expand and Improve Instructional Design

805-Expand and Improve Instructional Technology

806-Expand and Improve Professional Development

807-Transformative and Innovative Initiatives

Enhanced Budget with Objectives and Tasks

Enhanced Budget with Objectives of Center for Transformative Teaching and Learning unit