SMCCCD Canvas Migration

For Discussion

• Timeline
• Canvas Taskforce
• Faculty/Staff Professional Development
1. Canvas Migration Timeline
   a. Signed contract SMCCCD/OEI Cohort 2 Fall 2015
   b. SMCCCD ITS- 3 month setup timeframe Spring 2016
   c. SMCCCD Train the Trainers Spring 2016/Summer 2016
   d. SMCCCD District and Colleges Professional Development Fall 2016/Spring 2017
   e. SMCCCD Canvas full implementation Fall 2017

2. Identify SMCCCD Canvas Taskforce, a small group to include competent faculty/staff from each campus. Spring 2016.
   a. A very conservative time estimate for learning Canvas, designing training materials, and creation of transitional website ranges from 25-50 hours, depending on what each taskforce member is asked to do. This estimate for time does not include faculty-training workshops given by trainers.
   b. Identify all faculty teaching DE (online/hybrid/Web-assisted courses) and others in need of training. Those who assist students in the use of our LMS, (instructional aides, learning centers, division leads, student services, other identified by local campuses).
   c. Faculty/staff training sessions for fall 2016 and spring 2017.
      i. Group I - Current Online Instructors
      ii. Group II – District staff/administration
      iii. Group III – Faculty/Staff at large

3. Identify training locations (computer labs – PC/MAC) at CSM, Cañada, Skyline

4. Draft Calendar – Canvas Training to ALL faculty, staff, administrators
   a. Fall 2016/Spring 2017 – Group I/Group II
   b. Summer 2017 Group I – Pilot run with selected online courses
   c. Fall 2017/2018 – Group III

5. Taskforce Stipends:
   A. Funding from STOT II funds for Minimum Service Taskforce and Full Service Taskforce
   B. Minimum Service Taskforce, each member:
      a. 38 hours required
      b. Stipend = $1500

Minimum service tasks break down roughly as follows:
   • 2 hours—Watch 16 online videos to become familiar with Canvas.
   • 5-22 hours—Complete Introduction to Teaching with Canvas - Self-Paced class.
• 6 hours -- Attend OEI Train the Trainers workshop – Spring 2016
• 8-14 hours—a ttending 4-6 task force meetings to review/learn new materials.
  o T: 31-44 hours required (breaks down to $39.47 per hour)

C. **Full Service Taskforce** each member:
   a. 76 hours required includes MST (SB duties)
   b. Stipend = $3000

Full service tasks break down roughly as follows:
• Additional 38 hours - development of transition materials (handouts, videos, website, other as needed)
  o T: 76 hours required (breaks down to $39.47 per hour)

6. March – April 2016, identify and recommend faculty for 2016-2017 training sessions conducted at each campus and district. The identified faculty and Instructional Designers together will hold training sessions. Reassigned time for faculty to be determined by local campuses.

7. Development of Production Schedule for SMCCCD Canvas Taskforce
<table>
<thead>
<tr>
<th>Month/Day/Year</th>
<th>Task</th>
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| December '15   | Commitments from STOT instructors for **SMCCCD Canvas Taskforce**  
|                | • Faculty/Staff determined from each campus  
|                | (Faculty/Instructional Designer, DSPS) |
| Winter Break   | Break |
| January 20, '16| Begin minimum service tasks:  
|                | • Review training videos, self-paced course, etc,  
|                | • Preparation for Feb. meeting |
| February 15, '16| Continue minimum service tasks:  
|                | • Finish viewing training videos, complete self-paced course, etc  
|                | • Completion of @one Train the Trainers workshop  
|                | • Feb 15th meeting – plan SMCCCD Train the Trainer work |
| March 15, '16  | Full Service Tasks:  
|                | • Full service members finish transition materials and review  
|                | • Workshop session of SMCCCD train the trainers  
|                | • March 15th SMCCCD trainers teach selected Canvas features |
| April '16      | All service members:  
|                | • Review/transition materials, edit as necessary  
|                | • Second workshop session of SMCCCD train the trainers  
|                | • Continued SMCCCD trainers teach selected Canvas features  
|                | • Campus Administration/DE Deans provide proposed draft Canvas workshop schedule |
| May 15, '16    | All service members:  
|                | • Discuss fall ’16/spring ’17 workshop schedule  
|                | • May 15 meeting – review draft of Canvas training workshops for fall ’16/spring ’17  
|                | • SMCCCD Approval of Canvas workshop schedule. |
| Summer 2016    | OPTIONAL:  
|                | Quality check for fall training workshops, etc...  
|                | FSMS finalize all transition materials, website, videos  
|                | Selected Online Faculty: Pilot Canvas Summer Semester |
| Fall 2016      | Group I Canvas Professional Development |
| Spring 2017    | Group I, Group II Canvas Professional Development |
| Summer 2017    | Group I, Group II, Group III Canvas Professional Development |
| Fall 2017      | Canvas - Full Implementation |