

2019-20 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 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) Service Learning

Service learning will continue with a third Day of Action. This will be led Rika Fabian and Rolin Moe 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.

10) Launch CornerStone Professional Development Management System.

It took longer than expected to develop the Cornerstone system to mimic Article 13 application. By June 2020, Article 13 applications will be handled 100% electronically through Cornerstone. Training and implementation will begin Fall 2020.

11) Multimedia Resource Products

Expanded on multimedia resources with collaboration with CTE Pathway grant. Procurement of Light Board thereby building the capacity for instructors to create more video lectures and directly interact with handwritten notes and diagrams while facing the camera.

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

Re-Boot program is in the planning stages.

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

This remains in the planning stage.

14) Research effective existing intensive classified staff institutes

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

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

No hire

- 16) Hire an additional FT Instructional Designer or Technologist

Instructional Designer position was approved and interviews are currently in progress.

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

CTTL continues to work with PRIE.

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

Ame Mahoney hired as Faculty Service Librarian 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

To provide greater synergy with other areas in the Academic Services and Learning Technologies (ASLT) division, the CTTL was relocated to Building 5 on the first floor. CTTL Offices is now located in what was the graphics space, and the CTTL workshop and learning space is located in what was the shipping in receiving space. The move to Building 5 was successful and has provided a more impactful space for faculty and staff to experiment with new technology and further develop their pedagogical practices.

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

Relocation of CTTL from Building 1 to Building 5, has provided a much larger space thereby increasing the capabilities of the new workshop and learning space for 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, specific 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

[1144-Expand and Improve Accessibility](#)

[1145-Expand and Improve Instructional Design](#)

[1146-Expand and Improve Instructional Technology](#)

[1147-Expand and Improve Professional Development](#)

[1148-Transformative and Innovative Initiatives](#)

Enhanced Budget with Objectives and Task Detail

[Center for Transformative Teaching and Learning Enhanced Budget with Objectives and Task Detail](#)