

# Non-Instructional Program Review Template

## What is a Non-Instructional Program?

*Non-instructional programs represent all Administrative and Business Services, Student Services, and non-instructional Academic Affairs areas at BCC.*

## Non-Instructional Program Name

Please indicate the program name: Distance Education and Instructional Technology Center

Academic Year: 2024-2025

Name(s) of Submitter(s): Nancy Olson, Director of Distance Education and Instructional Technology, Aniko Keygyulics, Adrienne Rodriguez, Heather Robbins, Instructional Design Specialists

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## I. Area Description

*The purpose of this section is to provide the reader and/or reviewer with a brief snapshot of the area. This section should be kept short, a few paragraphs at the most, and address the following:*

- A. What is the area mission and how does it support the institutional mission?

DEIT Department Mission Statement: The Distance Education and Instructional Technology Department (DEITD) provides Barstow Community College personnel technical support, training, and instructional design for online learning and administers the Learning Management System in order to promote faculty and student engagement in the learning process.

The area mission supports the college mission by providing professional development and training to support an equitable, accessible and affordable education. A good example of this training is our Teaching Online With Instructional Design and our ADA Compliance and Equitable Delivery Using Instructional Technology courses.

- B. What is the area vision and how does it support the institutional vision?

Empowering customers to achieve their personal best by providing excellent technical support, training, and instructional design.

Providing technical support, training and instructional design fosters innovation and educational excellence and helps to ensure a culture of growth as is stated in Barstow Community College's Vision statement.

- C. Please provide a short area description:

The Distance Education and Instructional Technology Department has three Instructional Design Specialists and a Director of Instructional Technology and Online Learning. The Director reports to the Vice President of Academic Affairs

Please refer to the [DEIT Department Organizational Chart](#)

- D. How does your area align to and/or support one or more of the following BCC Strategic Priorities?

Strategic Priority One requires the college to focus on the student's end goals and always design with the student in mind. The DEITD works with faculty to implement OER, and with their sister department the Teaching and Learning Support Center to provide out of classroom supports. The Distance Education and Instructional Technology Department also provides faculty training on equity minded,

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student centered teaching strategies and culturally relevant curriculum. The DEITD provides training in innovative teaching strategies and instructional technology in order to enhance teaching and learning.

In Strategic Priority Two, The DEITD works closely with the California Virtual Campus Online Education Initiative (CVC-OEI).

For Strategic Priority Three, the Distance Education and Instructional Technology Department provides training to new faculty, and works with various departments to create professional development opportunities. The Distance Education and Instructional Technology Department provides training and support for faculty and staff in developing digital and accessibility literacy and develops and updates a flexible and comprehensive suite of online support for faculty towards better services for students.

For Strategic Priority Four, the DEIT Department maintains a responsible budget, purchasing innovative instructional technology for the Academic Affairs department and faculty and ensuring all Canvas embedded software is paid in a timely fashion. The Director submits requests in the annual program reviews to adjust the budget when necessary.

- Innovate to Achievable Equitable Student Success
- Ignite a Culture of Learning and Innovation
- Build Community
- Achieve Sustainable Excellence in all Operations

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## II. Area Effectiveness

*The purpose of this section is to evaluate the area holistically by reviewing and analyzing data within the context of serving the area's internal and external customers, helping students reach their goals, and furthering the mission of BCC.*

*For each item below, review the data provided. As you examine the data, be on the lookout for trends and outliers.*

*Provide a short analysis (2-3 sentences) for each item. If data are not available (i.e., student satisfaction surveys), please indicate that on the form.*

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## Customers

Demographics of internal and external customers – who do you serve?

Timeframe	Customers
Fall 2023	148 faculty members
Spring 2024	150 faculty members
Summer 2024	88 Faculty members
Fiscal Year 2023-2024	69 Classified Members
Fiscal Year 2023-2024	25 Administrators
Fiscal Year 2023-2024	The student body
Fiscal Year 2023-2024	The public (through phone and email)
Fiscal Year 2023-2024	California Virtual Campus Online Education Initiative
Fiscal Year 2023-2024	State Level NC Sara Representatives
Fiscal Year 2023-2024	Vendors

## Policies and Process Response

What recent changes in policies, procedures and processes have impacted or will impact your Service Area or Administrative Unit (BCC BP/AP; Federal, State & local regulations; guidelines). Describe the effect the changes or updates in policies and processes have had on the unit.

The release of Chat GPT at the end of 2022 was the beginning of the AI revolution. Since this time AI has proliferated the educational area, with both concerns of plagiarism and the introduction of AI enhanced educational tools. The AI revolution has impacted the way both faculty and staff are completing their work. During the 2022-2023 fiscal year the college piloted the use of TurnItIn's AI plagiarism tool. As the proliferation of AI tools has increased, the educational companies are beginning to produce other AI tools to both ease the instructional workload and to detect the use of AI when completing assignments. At Instructurecon 2024 the company announced the release of Khanmigo, an embedded AI tool suite. There will be a separate suite available for faculty and for students. These tools will be embedded at no cost into the Canvas platform by the end of 2024. The release of this AI suite will require the DEITD to provide professional development for these tools.

<https://www.prnewswire.com/news-releases/instructure-announces-release-of-ai-features-k-12-and-higher-ed-us-access-to-khanmigo-teacher-tools-aws-powers-safe-secure-ai-tools-at-scale-302194130.html>

Major changes to distance education have been proposed by the Department of Education. For the DEIT Department the changes with the most impact are the State Authorization changes and the requirement to take attendance and drop students within fourteen days of inactivity. The Director of Distance Education and Instructional Technology will need to revisit all state reciprocity agreements, and the attendance and drop requirement will best be handled with a new statistical program developed by Instructure, Intelligent Insights, which will require the DEIT Department personnel to learn a new statistical program and to disseminate reports as needed.

<https://wcet.wiche.edu/frontiers/2024/01/18/major-changes-to-distance-ed-proposed-dept-of-ed-back-to-rulemaking-table/>

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The college will need to join the CVC-OEI as a Teaching College and is currently slated to begin the process in May 2025. The Instructional Design Specialists, the Director of Distance Education and Instructional Technology and the Distance Education Coordinator are currently certified as the Peer Online Course Review (POCR) Team; however, the POCR process has not yet been developed by the Distance Education and Instructional Technology Committee. Implementation of the Teaching College and of the POCR Team will require the participation of several departments at the college, such as Student Services and Application Services. The faculty will need to be involved at both the Academic Senate and the union level. The implementation of the Teaching College and the POCR team is integral to the long term success of Barstow Community College. The DEIT Department will need to provide instructional design support and training to faculty in the POCR process, regardless of the final composition of the POCR team.

<https://cvc.edu/educators/exchange-implementation-board/>

What in-house policies, procedures, and processes need to be updated, created, or deleted?

The Distance Education Guidelines packet needs to be a priority for revision in the 2024-2025 fiscal year. The packet needs to be reviewed, modified and approved by the Distance Education and Instructional Technology Committee and the changes then need to be reviewed and approved by the Academic Senate.

The Distance Education program has long been a pioneer in innovative technology and several instructional modalities are contained within its purview: online, hybrid and hyflex. Hyflex is the newest modality and as such it needs to have formal training and additional equipment to ensure its successful implementation. The DEIT Department will be sending the newly redesigned Hyflex training to the DEIT committee. The training will focus on both technical abilities and instructional pedagogy conducive to creating an equitable class when the students are separated into two groups. In addition to the new Hyflex Online Training (HOT), the DEIT Department has also purchased and is testing additional Hyflex equipment: secondary portable monitors to ensure faculty can seamlessly switch between the use of the document camera and electronic resources such as PowerPoints, which would be better served with a direct document share.

### Collaboration with Other Areas Response

What areas and/or administrative units are integral to the work of your area and why? Please provide examples of collaborating with other areas on projects, process improvement, etc.

The DEIT Department is a subsidiary of Academic Affairs and as such it works closely with the DEIT Committee, the Academic Senate, the Public Information Department, the Application Services and Information Technology Departments and the Student Services Department. The DEIT Committee is chaired by the Director of Distance Education and Instructional Technology and the Distance Education Coordinator, working collaboratively with the Dean of Instruction and other committee members. The committee is currently working on revising the Distance Education Guidelines packet; with developing an AI policy and with implementing a POCR team and Teaching College. These changes will then need to be approved by the Academic Senate. As one of the primary communication channels of the DEIT Committee, the Distance Education and Instructional Technology Department disseminates the Distance Education Guidelines packet to the faculty at least six weeks before the beginning of each new semester.

The DEIT Department works closely with the Academic Senate, serving as one of the primary conduits

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of communication for Academic Senate decisions. A good example of this close collaboration can be found in the ramifications of the COVID-19 pandemic. The DEIT Department ensured consistent messaging and application regarding proctoring and other COVID-19 notifications and is working collaboratively with the Academic Senate President to ensure ADA Compliant proctoring solutions are provided to the faculty.

The DEIT Department is located beneath the Academic Affairs umbrella, providing faculty training, serving as a communication channel, and ensuring compliance with distance education laws and initiatives. A good example of this close collaboration which encompasses all three functions can be found in our faculty training: Teaching Online with Instructional Design (TOWID), ADA Compliance with Equitable Delivery using Instructional Technology (ACED IT!), Academic Senate California Community College's Open Educational Resources (ASCCC OER), Cultural Responsiveness and Equity, and Hyflex Online Training (HOT).

What other areas have you worked with? Please provide examples of collaborating with other areas on projects, process improvement, etc.

The DEIT Department collaborates with the Public Information Department and Student Services Department on a routine basis. The DEIT Department maintains the global messaging system in Canvas and works closely with the PIO to ensure consistent information is disseminated to students at the Canvas LMS level. In addition, the PIO office collaborated with the DEIT Department in the creation of ADA Compliance with Equitable Delivery using Instructional Technology (ACED IT!) course. Finally the Director of DEIT works closely with the PIO to ensure that low enrollment classes are advertised on the global messaging system. Each Canvas classroom ad is unique and provides highlights into the class content and its instructor.

The DEIT Department works collaboratively with the Student Services Department, providing statistical data regarding student hours and activities in Canvas. Several good examples of these data requests are the Incomplete Add Petition, the Late Add Petition and the Zero Credit Hours and Grades reports. These reports must be provided for the financial aid process. In addition, the DEIT Department provides technical and instructional design support for the Canvas Departmental shells. As instructional design, ADA and Canvas experts it is imperative that the DEIT Department provide its expertise in these areas to other departments.

What other areas do you want or need to work with more and why?

The DEIT Department and the Research, Development and Planning Department will need to combine forces to successfully implement the new E-Lumen Insights for Canvas Outcomes. This new tool will enable faculty to accurately track our outcome metrics.

The DEIT Department and Application Services/Information Technology Departments will need to collaborate to ensure the smooth implementation of the Teaching College. In addition, the DEIT Department will strive to work more closely with the Application Services/Information Technology Departments in the creation of new professional development materials, such as a video for the Single Sign On explaining to the end users how to create single sign on categories.

### Staffing

Area Organization – state any changes in past few years

There are no changes to the area organization at this time. The implementation of generative AI, statistical tools and outcome tools, and the expansion of professional development training will require an additional Instructional Design Specialist within the next two years.

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Please list any professional development that staff has participated in (Standard 3.2)

<b>Name</b>	<b>Professional Development Title</b>	<b>Month/Year</b>
Aniko Kegyulics	Creating Accessible Course Content	July 2023
Aniko Kegyulics	Hypothes.is Roundtable Discussion	November 2023
Aniko Kegyulics	State Level POCR Norming Session	December 2023
Aniko Kegyulics	WebAIM Accessible Documents	January 2024
Aniko Kegyulics	Embedding Content into Accessible Canvas Pages	March 2024
Aniko Kegyulics	Impact (Statistical Data Program)	April/May 2024
Aniko Kegyulics	Captioning Strategies and Options	April 2024
Aniko Kegyulics	Artificial Intelligence as a Partner in the Learning Process	May 2024
Adrienne Rodriguez	Online Teaching Conference 2023	June 2023
Adrienne Rodriguez	WebAIM Accessible Documents	January 2024
Adrienne Rodriguez	Captioning Strategies and Options	April 2024
Adrienne Rodriguez	Regular Substantive Interaction in Online Courses	April 2024
Adrienne Rodriguez	Map Your Data Story: Using Data to Ensure Student Success	April 2024
Adrienne Rodriguez	Impact (Statistical Data Program)	April/May 2024
Heather Robbins	Introduction to Asynchronous Online Teaching & Learning	June 2023
Heather Robbins	Online Teaching Conference 2023	June 2023
Heather Robbins	WebAIM Accessible Documents	February 2024
Heather Robbins	Exploring & Adopting OER in Online Math Courses	February 2024
Heather Robbins	Bachelor of Science – Geographic Information Science	March 2024
Heather Robbins	Active Learning in Math as a Tool to Promote Equity	March 2024
Heather Robbins	Authentic Assessment in STEM Courses	March 2024
Heather Robbins	Impact (Statistical Data Program)	April/May 2024
Nancy Olson	Online Teaching Conference 2023	June 2023
Nancy Olson	Creative Commons Bootcamp	December 2023
Nancy Olson	Creating an Equitable Course Outline of Record	February 2024
Nancy Olson	WebAIM Accessible Documents	February 2024
Nancy Olson	Accelerate Competency Based Education in Canvas	March 2024
Nancy Olson	Creating an Equitable Course Outline of Record	April 2024
Nancy Olson	Impact (Statistical Data Program)	April/May 2024

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Name	Professional Development Title	Month/Year
Nancy Olson	Building a Team: Training OER Support Staff.	May 2024
Nancy Olson	Artificial Intelligence as a Partner in the Learning Process	May 2024

Please list any professional development staff would benefit from (Standard 3.2)

Khanmigo AI Canvas Teacher & Student Tool Suites  
 Canvas Intelligent Insights Tool Suite  
 E-Lumen Insights for Canvas Outcomes

Do staff receive an annual employee evaluation on a regular basis (Standard 3.3)? If no, please explain.

Yes, the staff receive an annual employee evaluation yearly according to the CSEA contract.

Is the staffing within the department sufficient to meet all responsibilities in a timely manner and support internal and external customers adequately (Standard 2.7)?

At this time, the DEIT Department team consists of a Director of Distance Education and Instructional Technology and three Instructional Design Specialists. The team is currently able to complete their work with minimal overtime; however, the implementation of generative AI, statistical tools and outcome tools, and the expansion of professional development training will require an additional Instructional Design Specialist within the next two years.

### Area Effectiveness Data and Analysis

Satisfaction Surveys

[Accessibility Compliance in Educational Delivery with LLLATCCH End Survey.pdf](#)

[Teaching Online with Instructional Design End Survey.pdf](#)

Audits, project tracking, etc.

By fiscal year 2025-2026 the DEIT Department will be able to perform audits and project tracking on the biggest expense of the DEIT Department budget, the statistical reports on Canvas LTIs. Detailed statistical reports on Canvas End Users will be regularly produced through the use of Intelligent Insights.

Student Equity Data

Specifically discuss any equity gaps that have surfaced in the data. What innovative plans or projects will help to close these gaps?

N/A

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## Institution-set Standards

If applicable, reflect on how the department/unit assists the college in reaching the institution-set standards and stretch goals. What innovative plans or projects will help to address any deficiencies.

The DEIT Department offers professional development in several areas, to include Canvas, ADA compliance, Hyflex, Equity and Cultural Responsiveness and Open Educational Resources. Faculty who are well versed in Canvas create higher quality courses. Faculty and classified professionals create more equitable materials after taking ADA compliance and Equity and Cultural Responsiveness training. Students are able to access all of their instructional materials when they are ADA compliant. Hyflex classes will be more engaging and faculty will be more at ease with the Hyflex instructional modality once the hyflex training is officially adopted and becomes the standard professional development vehicle before faculty are assigned a hyflex class.

Other Supporting Data (Qualitative or Quantitative)

[Canvas Statistics for Barstow Community College.pdf](#)

[Canvas Admin Analytics from 6-30-23 to 7-1-24.pdf](#)

[Canvas Tool Adoption Usage 2024.pdf](#)

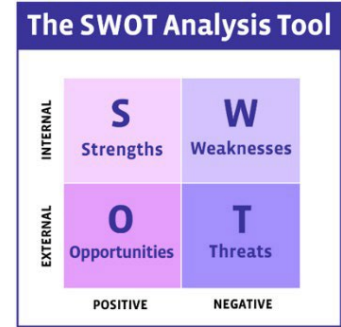


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## SWOT Analysis

Conducting a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) is another tool that can help areas evaluate themselves. The SWOT Analysis not only looks internally, but externally as well.

The SWOT Analysis provides a way for areas to highlight their accomplishments and also identify possible gaps or issues that need to be addressed.



	Positive/ Helpful	Negative/ Harmful
<b>Internal</b>	<p><b>STRENGTHS</b></p> <ol style="list-style-type: none"> <li>1. Dedicated Distance Education and Instructional Technology Department with three Instructional Design Specialist and a Director with a combined total of over 50 years of Distance Education and Instructional Design experience.</li> <li>2. Strong professional development program encompassing ADA Compliance, Equity and Cultural Responsiveness, OER and Hyflex training.</li> <li>3. Strong collaborative relationship with Academic Affairs, the PIO Department, Information Technology and Application Services and SPS/ACCESS.</li> </ol>	<p><b>WEAKNESSES</b></p> <ol style="list-style-type: none"> <li>1. Artificial Intelligence is viewed unfavorably by many of our faculty and is used for plagiarism by our students.</li> <li>2. Financial Aid fraud must be addressed by developing better statistical reports for Canvas.</li> <li>3. The Teaching College was delayed last year due to other department priorities. As over 50% of our enrollment is online Barstow Community College needs to remain in the May 2025 CVC-OEI Teaching College Cohort to ensure mutual reciprocity of students within the CVC-OEI Exchange. Becoming a Teaching College will allow students across California to enroll in excellent distance education program.</li> </ol>

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<p><b>External</b></p>	<p><b>OPPORTUNITIES</b></p> <ol style="list-style-type: none"> <li>1. Intelligent Insights is a statistical data tool for Canvas that will help to identify financial aid fraud and help to identify struggling students.</li> <li>2. Becoming a Teaching College will allow us to accept enrollment through the CVC-OEI Exchange.</li> <li>3. Khanmigo for Faculty and Khanmigo for students is a suite of AI tools that will be free and embedded into Canvas. This will help us to combat plagiarism and help faculty to see the benefits of AI.</li> </ol>	<p><b>THREATS</b></p> <ol style="list-style-type: none"> <li>1. The Department of Education is changing the State Authorization requirement to have distance education programs that lead to professional certification required to meet the state level requirements for each state in which Barstow College is certified.</li> <li>2. The Department of Education is implementing a requirement to take attendance and drop students within fourteen days of inactivity.</li> <li>3. The CVC-OEI Exchange has certified 70 Teaching Colleges and is in the process of certifying 14 more by the end of 2024. With over 50% of its enrollment online, Barstow Community College must move forward with the process to become a Teaching College in Spring 2025.</li> </ol>
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### III. Goals and Service Area Outcomes (SAOs)/Administrative Unit Outcomes (AUOs)

*The purpose of this section is to use data to develop goals, expected SAOs/AUOs for the next three years, and to reflect upon goals and outcomes from the previous cycle*

*You should reflect on and incorporate the responses from all the previous questions and the SWOT analysis into this section.*

*As you develop goals and outcomes:*

- a. formulate **two to three goals with an expected outcome for each** that will help maintain Barstow Community College

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or enhance program strengths or will act as an intervention to an identified weakness (cite evidence from assessment data and/or other area effectiveness data).

- b. indicate the **status** of the SAO/AUO (ex: is the goal or outcome new, a carry-over from the previous program review cycle, etc.)
- c. indicate how each goal and outcome are **aligned** with the College's [Strategic Priorities](#).
- d. indicate how each goal and outcome are **aligned** with the [Pillars of Guided Pathways](#).
- e. List at least one **action/strategy** for each goal/outcome.
- f. Explain how you will **measure** the goal/outcome.
- g. List any **resources** that will be needed to achieve the goal/outcome

### GOAL #1

The DEITD will continue to develop and offer training to the faculty and staff in alignment with Barstow Community College's strategic goals: 1.4.5, 1.4.7, 3.1.7, 3.2.3, 3.3.2 and 3.3.3 in order to support student success, retention and equity.

#### Expected Service Area Outcome/Administrative Unit Outcome

Provide professional development to faculty so they will be able to utilize AI tools in an effective manner in Canvas.

A. This Goal/Outcome is

- New
- Continued
- Modified

*If modified please list how and why.*

The primary goal remains the same, but the primary Administrative Unit Outcome for this program review cycle has been modified to incorporate the need for AI training.

B. Alignment to BCC Strategic Priority (Select at least one but choose all that apply)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 3: Build Community

Choose an item.

Choose an item.

C. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

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- D. Please list actions/strategies for achieving this goal/outcome.  
Khanmigo for Faculty and Students will be integrated with Canvas in Fall 2024  
The DEIT Department will create and provide professional development trainings for faculty.  
The DEIT Department will monitor the usage of Khanmigo and will offer support to faculty on demand.
- E. Briefly explain how you will measure the goal/outcome.  
The DEIT Department will check the usage of the AI LTI tools using the Intelligent Insights system in Canvas. A baseline usage will be taken approximately one week after implementation of the Khanmigo AI tools. Usage will be monitored monthly, with a 10% increase in the Khanmigo tool set from baseline as the goal for year one.
- F. Please list resources (if any) that will be needed to achieve the goal/outcome.  
Khanmigo system  
Time to develop and implement Khanmigo professional development training.  
Time to learn the Intelligent Insights system.
- 

### GOAL #2

The DEITD will continue to collaborate with other departments and outside entities in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.5, 1.4.7, 2.1.5, 3.1.2, 3.1.7, 3.2.3, 3.3.2 and 3.3.3 in order to support student success, retention and equity.

#### Expected Service Area Outcome/Administrative Unit Outcome

In cooperation with other departments and the DEIT Committee monitor distance education guidelines and laws and adjust the Barstow Community College Distance Education program to remain in compliance with these guidelines and laws; work cooperatively with Student Services, the Business Office, Application Services/Information Technology and Academic Affairs to implement the Teaching College.

G. This Goal/Outcome is

- New
- Continued
- Modified

*If modified please list how and why.*

The primary goal remains the same but the administrative unit outcome for this program review cycle will revolve around the need to combat financial aid fraud; the need to update Barstow Community College Distance Education policies and guidelines as needed, and the need to become a Teaching College.

H. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

Choose an item.

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Choose an item.

I. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

J. Please list actions/strategies for achieving this goal/outcome.

Continue to attend CVC-OEI Regional Meetings; the Online Teaching Conference and Instructurecon and return to disseminate new regulations.

Work with the DEIT Committee and the Academic Senate to update the Distance Education Guidelines Packet.

Utilize the new Intelligent Insights Canvas data analysis tool to verify inactive and struggling students and provide appropriate departments with statistical reports.

Join and complete the Spring 2025 Teaching Cohort.

K. Briefly explain how you will measure the goal/outcome.

The Distance Education Guidelines packet will be updated by the DEIT Committee and approved by the Academic Senate by end of fiscal year 2024-2025.

Statistical reports will be created utilizing Intelligent Insights and the DEIT Department will ensure appropriate departments (Admissions, TLSC) have access to these reports.

BOT reports and DEIT Committee meeting will reflect the dissemination of new regulations after conferences are attended.

Barstow Community College will become a Teaching College.

L. Please list resources (if any) that will be needed to achieve the goal/outcome.

Current travel and conference budget must be maintained

Intelligent Insights funding must be added to the DEIT Department budget.

All required departments will need to make becoming a Teaching College a priority for the 2025-2026 fiscal year.

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## GOAL #3

The DEITD will continue to administer the Canvas Learning Management System and the DEIT Department budget and will work with appropriate personnel and processes to become a Teaching College in alignment with Barstow Community College's strategic goals: 1.1.3, 1.1.7, 1.3.4, 1.4.7, 2.1.5, 2.1.12, 4.3.4, in order to support student success, equity and retention.

### Expected Service Area Outcome/Administrative Unit Outcome

Complete the Spring 2025 CVC-OEI Teaching College Cohort in order to allow Barstow Community College to accept students from the CVC-OEI Exchange.

M. This Goal/Outcome is

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- New
- Continued
- Modified

*If modified please list how and why.*

The goal has been updated to focus on the Teaching College certification process in the current program review cycle. The Administrative Unit Outcome has been modified to indicate the Teaching College as well.

N. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

Choose an item.

O. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

P. Please list actions/strategies for achieving this goal/outcome.

Complete the requirements to become a Teaching College during the Spring 2025 CVC-OEI Teaching College Cohort.

Q. Briefly explain how you will measure the goal/outcome.

Barstow Community College will be certified as a Teaching College by the CVC-OEI, and will be able to register students from the CVC-OEI Exchange.

R. Please list resources (if any) that will be needed to achieve the goal/outcome.

Cooperation and participation of the Barstow Community College faculty, the Academic Affairs, Student Services and Administrative Services Departments to complete their department's individual requirements to complete the Spring 2025 Teaching College Cohort.

Increase in DEIT Department budget of \$12,107 to ensure continued access to Canvas Learning Tools Interoperability software.

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### Previous Goals/Outcomes

Were any outcomes discontinued or completed? Please speak to outcomes you are not carrying forward from the previous program review cycle and discuss why.

The outcomes we are not carrying forward have become a normalized part of the DEIT Department.

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### IV. Resource Requests

Did you receive any resources over the last cycle? Did the funding of resource(s) have the positive changes the discipline or program was looking for?

Yes, the LTI Budget we requested was funded and pays for the following items: Cronometer (Health Program), Hypothesis (Reading Annotation Software), Labster (Biology), Net Tutor (Online Tutors), Visible Body (Science), and Intelligent Insights (statistical data tool). These are all instructional/tutorial/statistical data programs which improve our overall success and retention rates for the distance education courses. The Barstow Community College tenured science faculty agreed to eliminate the two programs which did not improve success and retention: Draw It To Know It and Pivot Interactives.

*What does the area need to meet its goals and outcomes? Resource requests should be evidence-based and tied to goals and objectives stated above.*

*Resources may be requested from the following categories:*

- a. *Personnel/Staffing*
- b. *Technology Resource*
- c. *Facilities Resource*
- d. *Professional Development*
- e. *Other*

***For all resource requests departments/areas should utilize the Budget Allocation Proposal form and submit with their program review.***

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
The DEITD will continue to administer the Canvas Learning Management System and the DEIT Department budget and will work with appropriate personnel and processes to become a Teaching College in alignment with	Subscription budget for 2024-2025 was \$43,748 Cost of all subscriptions for 2024-2025 is \$1,179.97 short. Ten percent increase of budget to account for inflation \$4,472.80 and current shortage. \$6,654 cost for Intelligent Insights for fiscal year 2025-2026. Total budget for subscriptions of \$55,854.77.	Need an additional \$12,107 for fiscal year 2025-2026.	Yes	Click or tap here to enter text.



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<p>Barstow Community College's strategic goals: 1.1.3, 1.1.7, 1.3.4, 1.4.7, 2.1.5, 2.1.12, 4.3.4, in order to support student success, equity and retention.</p>				
<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
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# BUDGET ALLOCATION PROPOSAL

Date: <u>8/14/24</u>	Originator: <u>Nancy Olson</u>		
Program or Department Name:	<u>Distance Education and Instructional Technology</u>		
Dean/Vice President/Supervisor:	<u>Department</u>		
	<u>Dr. Jennifer Rodden</u>		
What are you requesting? ( <i>Brief</i> )	<u>Funding to continue the Intelligent Insights, Canvas Data Analysis tool and increase in subscription budget</u>		
Amount Requested: <u>\$12,107</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known):	_____		
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

PERSONNEL/STAFFING REQUEST	
Is the position request for:	<input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential
Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties) <input type="checkbox"/> An existing classification <i>Official Job Title:</i> _____
Is the position requested:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year    _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST	
Indicate the category of the request:	<input type="checkbox"/> Hardware <input checked="" type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance
Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other
Is training required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes    Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password
Have you completed and attached the <a href="#">Technology Assessment Form</a> ?	

FACILITIES RESOURCE REQUEST	
Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is maintenance required?	<input type="checkbox"/> No <input type="checkbox"/> Yes    Explain: _____

# BUDGET ALLOCATION PROPOSAL

PROFESSIONAL DEVELOPMENT REQUEST				
Indicate the intended users:	<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Do other internal areas/departments need to be involved?				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____		
Is technology needed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____	

## 1. Why is the request being made?

We need a way to accurately determine:

- When students stopped attending
- Which students need help in their classes
- If our Canvas embedded software is cost effective

We need to ensure we have sufficient funds to pay for our current Canvas embedded software.

## 2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

SWOT: Opportunities:  
Intelligent Insights is a statistical data tool for Canvas that should help to combat financial aid fraud and help identify struggling students.  
Audits, Project Tracking, etc  
By fiscal year 2025-2026 the DEIT Department will be able to perform audits and project tracking on the biggest expense of the DEIT Department budget by using Canvas LTI statistical reports created by Intelligent Insights. Detailed statistical reports on Canvas End Users will be regularly produced through the use of Intelligent Insights and will be disseminated to appropriate departments.

Policies and Processes:  
Major changes to distance education have been proposed by the Department of Education. For the DEIT Department the changes with the most impact are the State Authorization changes and the requirement to take attendance and drop students within fourteen days of inactivity. The Director of Distance Education and Instructional Technology will need to revisit all state reciprocity agreements, and the attendance and drop requirement will best be handled with a new statistical program developed by Instructure, Intelligent Insights, which will require the DEIT Department personnel to learn a new statistical program and to disseminate reports as needed

## b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

## BUDGET ALLOCATION PROPOSAL

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One of the DEIT Department's primary responsibilities is to provide professional development to faculty. Intelligent Insights will allow us to gauge if the professional development is working as we will be able to track statistics in Canvas.  
The DEIT Department works with other departments to monitor distance education guidelines and adjust accordingly. Intelligent Insights will allow us to create statistical reports on our student's attendance and success levels.  
Barstow Community College must maintain its Canvas LTIs to ensure it has high success and retention rates when it joins the state as a Teaching College.

- c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

The DEITD will continue to develop and offer training to the faculty and staff in alignment with Barstow Community College's strategic goals: 1.4.5, 1.4.7, 3.1.7, 3.2.3, 3.3.2 and 3.3.3 in order to support student success, retention and equity. Integrate AI Tools into the Barstow Community College Instructional Culture.  
**Goal 2:** DEITD will continue to collaborate with other departments and outside entities in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.5, 1.4.7, 2.1.5, 3.1.2, 3.1.7, 3.2.3, 3.3.2 and 3.3.3 in order to support student success, retention and equity.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

*(This question is not required for Personnel/Staffing requests.)*

There is no need to fill out the Technology Assessment form as IT has already approved the purchase of Intelligent Insights and it is installed in our system. We simply need to maintain funding for this and all other Canvas embedded software.

4. a) How will this resource improve student success or institutional services?

Intelligent Insights will allow us to accurately track attendance and student achievement levels while students are in Canvas, thus allowing us to intervene with struggling students before they drop the course. It will also allow us to combat financial aid fraud by providing us with reports delineating who has not logged into Canvas for their classes.

- b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

We will utilize Intelligent Insights to analyze the data contained in the Canvas ecosystem. Examples of data to be examined are student attendance and student achievement.

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

*(Follow the links to access each document)*

1. [Mission Statement](#)

## BUDGET ALLOCATION PROPOSAL

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Barstow College Mission Statement: Barstow Community College is committed to providing an equitable, accessible, and affordable education to its diverse student body, including local, military, distance education, and historically marginalized student populations.  
Integration with statement: Intelligent Insights will help the college to increase student success, equity and retention by providing statistical data reports for its student population. See Goal 1 and 2 of Program Review.

2. [Strategic Priorities / Strategic Goals](#)

Goal 2: The DEITD will continue to collaborate with other departments and outside entities in alignment with Barstow Community College's strategic goals: 1.3.4, 1.4.5, 1.4.7, 2.1.5, 3.1.2, 3.1.7, 3.2.3, 3.3.2 and 3.3.3 in order to support student success, retention and equity.  
Connection between strategic goals and resource request: It is imperative Barstow Community College remains in alignment with all laws and regulations, and the ability to pull statistical data reports from Canvas will help to ensure the college remains in alignment.

3. [Educational Master Plan](#)

Educational Plan: The College is somewhat unique in that a significant portion of the enrollments are distance education classes as opposed to the classes on the campus  
Program Review Goals 1 and 2: Canvas is the correct location to pull statistical reports on student attendance and student achievement and Intelligent Insights will allow us to monitor these criteria and adjust to ensure alignment with federal and state laws and regulations.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

Technology Plan: We have live, hybrid, and online courses, programs, and student services that are technology driven so that students from around the world can communicate with faculty, tutors, and advisors via the phone, local networks, and the internet.  
Program review Goals 1 and 2: Technology driven courses must be analyzed using technology driven tools. Intelligent Insights will allow us to monitor and adjust our hyflex, hybrid and online courses to ensure compliance with federal and state laws and regulations and will allow us to increase student success and retention by better understanding our student population in Canvas.  
Professional Development Plan: The Instructional Technology Center (ITC) provides both online and hands-on training to students/faculty/staff. The ITC monitors internet and distance education issues and will create new training materials as needed.  
Program Review Goals 1 and 2: Technology tools such as Intelligent Insights are needed to ensure accurate information is used to create new training materials based on demand and need.

# BUDGET ALLOCATION PROPOSAL

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## ADMINISTRATIVE USE

Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Unit Priority Ranking: \_\_\_\_\_ of \_\_\_\_\_

### BUDGET INFORMATION

*(This section **MUST** be completed)*

Budget Program Number: \_\_\_\_\_  Restricted  Unrestricted

Comments regarding Budget Information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_