

Recommendations for the 2016/2017 year to ensure quality Distance Education at PCCD:

Recommendation	Timeline
Complete review and hire of temporary .5 FTE staff position of Educational Technology Analyst (Moodle technician) to replace Srujana Tumu while she is on maternity leave in fall semester.	*** Urgent *** Immediate with completion date of August 1, 2016
Assign Distance Education to Vice Chancellor Orkin for Fall 2016, with the stated goal of “coordinating and supporting college efforts to improve and expand distance education.” Maintain Distance Education as a priority area of responsibility in a Vice Chancellor portfolio going forward.	Immediate
Increase district DE budget to be used for faculty reassigned time and/or staff at the colleges; request each college be granted 1.0 FTE for faculty reassigned time.	Immediate
Increase Educational Technology Analyst position from .5 FTE to 1.0 FTE.	Process during Fall 2016 with deadline of January 1, 2017
Review and revise Board Policies and Administrative Procedures to reflect a district commitment to quality online teaching and student success in distance education courses.	Fall 2016
Begin process of transition to Canvas as Peralta’s Learning Management System. This process includes: a) DAS approval for switch to Canvas, b) development of rollout plan, and c) completed application with State Chancellor’s Office for participation in the OEI.	Fall 2016 planning with proposed launch of Canvas for Fall 2017
Colleges develop and implement processes to: a) review and approve online courses, and b) verify that online courses meet all DE requirements. This project will require collaboration among PFT, DAS, and CIPD.	Fall 2016
Improve and increase support services for distance education students; develop district-wide services where appropriate; support college improvements as well.	Fall 2016
Maintain contract (Tim Gibbons ICC) to provide online support to students and faculty using district LMS.	Ongoing / yearly