

Annual Self-Evaluation of Standing Committees
San Jose City College

*This template is provided by the Strategic Planning Committee to assist your committee in its annual self-evaluation process. Please send a copy of your completed form to the Strategic Planning Committee by **April 15, 2016**.*

Thank you for helping SJCC in the ongoing process of improving our effectiveness!

Instructions: Committee Goals Section

- Please list the goals of your committee for this academic year in the spaces provided.
- For each goal, please grade your committee's performance in each area using the scale indicated. If you need space for additional goals, just copy and paste new lines into the table.

Standing Committee Name:	Distance Education Committee
Academic Year:	2015-2016

Please evaluate Achievement of Goal and Alignment with College Strategic Plan on the following scale 1-5 (5 being highest)

Committee Goals	Evaluation Score (1-5)	Committee Reason for Score	SPC Feedback (To be completed by SPC after submission)
Enter Goal #1: Evaluate Canvas			
Achievement of Goal	5	The committee did evaluate Canvas and recommended Canvas as our online learning platform to Academic Senate. Academic Senate voted in favor of Canvas in 12/12/2015.	
Alignment with College Strategic Plan	4	Goal 1. Promote Student Success: our research indicated Canvas would better serve our student body	
Enter Goal #2: Create a Student Readiness Quiz for Online Learning			
Achievement of Goal	4	<p>The student readiness quiz was created in spring 2016 and is located on the "Online Learning and Resources" page under "current students." The quiz needs to be hosted through college website and also needs to be regularly updated to reflect changes in technology.</p> <p>The "Online Learning and Resources" page was updated by adding the OEI-approved "Online Student Readiness Tutorials" as well as the 10-question student readiness quiz reviewed by the DE Committee 3/14/2016.</p> <p>We still need to promote the quiz</p>	
Alignment with College Strategic Plan	4	Goal 1. Promote Student Success: The quizzes and tutorials will help students	

		determine if online or hybrid classes are right for them.	
Enter Goal #3: Improve and Increase Faculty Training and Professional Development			
Achievement of Goal	4	<p>The Professional Development Center at SJCC hosted three town halls on adoption of Canvas as our CMS, six Moodle training sessions, three information sessions on accreditation, SJCC policies, and the OEI course rubric, and a Professional Development Day (4/8/2016) workshop on accreditations, SJCC policies, and the OEI course rubric. Drop-in hours and appointments on distance education were held throughout the 2015-2016 academic year and should continue the 2016-2017 academic year.</p> <p>Canvas training on-campus and online began in April 2016 and will be offered in August 2016 as well. Canvas training will need to continue the 2016-2017 academic year.</p> <p>We still need to increase the number of faculty, particularly online faculty, who attend DE training and professional development activities.</p>	
Alignment with College Strategic Plan	4	Goal 3. Enhance Employee Development	
Enter Goal #4: Develop a Distance Education Plan And Distance Education Faculty Handbook			
Achievement of Goal	5	<p>The DE plan was developed through the 2015-2016 academic year and was an agenda item on the DE committee throughout the year.</p> <p>The plan and the handbook</p>	

		<p>and its updates were shared with the DE committee throughout spring 2016 both in committee meetings and "live" shared via OneDrive on Office 365. All members had access to make comments and edit the documents.</p> <p>The working plan and the handbook were brought to the SJCC Academic Senate and was approved in spring 2016.</p>	
Alignment with College Strategic Plan	4	<p>Goal 3. Enhance Employee Development: Now the plan and handbook must be integrated into our college culture and made easily available on the website and the handbook promoted and distributed at the Professional Development Center</p>	

Instructions: Overall Committee Performance Section

- In each listed area, please grade your committee's performance using the scale indicated.
- Briefly answer the remaining questions, and add any other comments you wish.

Please evaluate Committee Performance on the following scale 1-5 (5 being highest)

Committee Performance	Evaluation Score (1-5)	Committee Reason for Score	SPC Feedback (To be completed by SPC after submission)
Fulfillment of the committee's charge	4	<p>The committee supported student success and made recommendations regarding moving from Moodle to Canvas, implementing a course design rubric, creating an online student readiness quiz, paid training for Canvas, and met with the IPCC regarding the DE Supplement form in the areas of ADA compliancy and the wording to reflect the change from Moodle to Canvas.</p>	
Communication to and from constituency groups and the campus community	4	<p>Our committee reported and was represented at every Academic Senate meeting during the academic year</p>	
Members' consistent commitment to committee agenda and work	5	<p>We completed all our goals, including out first DE plan and handbook</p> <p>Only one meeting was cancelled due to lack of a quorum during the academic</p>	

		year	
Overall quality of the committee's deliverables/outcomes	5	Achieved our committee's goals	
Integration of committee processes, work, and outcomes with the appropriate college plan(s)	4	Created a Distance Education Plan	
What about your process worked well this academic year?	We had timelines for completion of tasks which helped us complete our many goals		
What changes do you recommend for next academic year?	Renewed committee membership, include membership from DSP & S, math and science, and counseling		
How will you implement your recommended changes?	Ask Academic Senate to promote the committee, speak to division deans regarding need for membership from divisions and areas not represented adequately		
List proposed goals for next year.	<ol style="list-style-type: none"> 1. Review IPCC Distance Education Supplement in Curricunet 2. Clarify the Eligibility for Online Teaching Verification Form 3. Continue Canvas training 4. Promote the Online Student Readiness Quiz 5. Evaluate OEI 		