



ELEARNING & ACADEMIC TECHNOLOGY DEPARTMENT and PROGRAM REVIEW: DEPARTMENT PLAN

Part 1: Department Mission Statement

The eLearning Department promotes student success and faculty excellence through intentional and innovative use of academic technology and accessible course design.

Part 2: Strategic Plan Connection

- ✓ [Student-Ready College](#)
- ✓ [Access](#)

Part 3 and 4: Goals/Outcomes and Activities

Goal 1: Create/collect a searchable, user-friendly and on-demand index of resources supporting [distance education standards](#) for online course development.

Outcome: Faculty will be able to more easily locate and navigate resources specifically (including definitions, explanations, examples, and templates) for application in online course spaces and content development.

Activities: Build example templates and accessible Canvas course “skeletons”; curate and/or create examples of Distance Ed standards as applied in various disciplines/scenarios; align department trainings and workshops with index materials

Goal 2: Complete and maintain a comprehensive [Academic Technology Catalog](#) for student and faculty reference.

Outcome: Students and faculty will be able to easily identify, compare, and access information about the technology tools available at COCC (including their accessibility features, support resources, and approved use cases) through an organized and searchable catalog.

Activities: Work with ITS Functional Analysts, Digital Accessibility Coordinator, and Instruction to define, implement, and codify an approval process for testing, acquisition, and integration of new academic technology; complete analysis of existing tech use in Canvas and share findings

Goal 3: Document and streamline eLearning department operations, data practices, and recurring processes.

Outcome: Departmental routines, data collection, and management processes will be clearly documented, organized, and regularly reviewed/updated to support internal efficiency, assessment, and needs.

Activities: Complete and maintain Slab entries describing essential processes, data sources, and review schedules; define recurring data collection needs and create a standing calendar for reporting; document data lifecycles for media, courses, and

accreditation-related materials; organize shared media storage and archive outdated or redundant materials.

Part 5: Measurement Tool and Timeline

List how you will measure your progress towards each of your department goals or outcomes here. Include the specific tool (e.g., survey, Institutional Effectiveness department data, Banner, etc.) and when you will measure it each year.

Goal 1 – Distance Education Resource Repository

- The resource will be built in a platform or tool that supports analytics so we can track engagement through page views and time on screen.
 - We will check annually for an increase or decrease in traffic and adjust our communication and outreach accordingly. Completion = Identifying our preferred platform and setting a schedule for tracking and recording analytics over time. Target date – **Year 1**.
- The repository will include a catalog of downloadable, approved resources for direct implementation in Canvas.
 - Completion = availability of the resources therein, and identifying and implementing a process that makes use of these resources simple for the end user. Target date – **Year 3**.
- The repository will contain multiple examples demonstrating each sub-criteria of the Distance Education Standards.
 - Each major standard and sub-criteria should have a complete entry and examples for most major instructional strategies, including CBE, hybrid delivery, etc. Target date – **Year 2**.

Goal 2 – Academic Technology Catalog

- The technology catalog will contain entries for all known approved academic technology used at COCC, including digital courseware providers as applicable.
 - Completion is iterative, but all published entries should use the same template and include license and purchasing info, accessibility and security info, resources for support, and supported platforms. Target date - **Year 1** for known entries, **Year 2** for new information collected from our Canvas survey.
- A confirmed process for acquisition of new instructional technology will be agreed upon and confirmed by all necessary stakeholders, and codified into COCC's existing documentation around technology purchasing and approval.
 - Completion = Any requisite policies and processes that require approval will be brought through the full shared governance process. Target - **Year 3**.

Goal 3 – eLearning Documentation/Knowledge Base

- The Slab KB will have an established organizational schematic, template, and schedule for review and updating articles as needed.
 - Completion is iterative, but all present topics should have content by the end of **Year 1**.
- A schedule will be set for data reporting and archiving that aligns with other institutional data processes, and will be automated to the greatest extent possible.
 - Schedule should be defined in **Year 1**; automation and refinements to occur in **Year 2**.

- Data lifecycles will be defined according to type and purpose, and responsibilities for maintenance clarified.
 - Ongoing, with a solid framework established by end of **Year 1**.