<u>**Content Outline for Sabbatical Proposals**</u>
Teresa Bonham

Oxnard College Mission Statement:

Oxnard College offers high quality teaching and learning to meet the needs of a diverse student population. As a multicultural institution of higher learning, Oxnard College empowers and inspires students to succeed in their personal and educational goals.
As a unique and accessible community resource, Oxnard College promotes student learning through:

Transfer, occupational and general education, second language acquisition and basic skills development

Student services and programs

Educational partnerships and economic development

Opportunities for lifelong learning

COLLEGE GOALS
Oxnard College Goal #1: *Instructional Programs and Student Services*
Provide instructional programs and student services that meet the current and future needs of students so that they may excel in a positive learning environment.
Oxnard College Goal #2: *Professional Development Needs*
Provide faculty and staff with continuous improvement through professional development opportunities that will allow them to excel in the current and future work environment.
Oxnard College Goal #3: *Technology Needs*
Provide students, faculty and staff with appropriate technology in the classroom and work environment that supports student learning outcomes and productivity.
Oxnard College Goal #4: *Facility Needs*
Provide a campus environment that enhances student learning.

1. Statement of Purpose

The purpose of this sabbatical leave is to research the online tools and services other California community colleges offer to support their distance learning students, to analyze the online tools and services and determine the most effective tools and services**,** and to create a document describing each tool with evaluation which will be presented to the Distance Education Committee and the Technology Committee so that Oxnard College would be able to offer effective support for all students regardless of a student's learning modality. This project would not only enhance the service to Oxnard College, its student body and the community it serves, but it could also enhance the other colleges in the Ventura County Community College District. This proposal meets the mission of Oxnard College to provide high quality teaching and learning and empowering students through services. In addition, this proposal also meets all of Oxnard

College's goals because it would help to create a positive learning environment, it would help my personal professional development as an online instructor, it would add appropriate technology to help support student learning outcomes and with the perspective of the virtual classroom as a virtual facility, my project would help to provide an environment that would enhance student learning across all disciplines. If awarded sabbatical, I will be completing the following tasks during my one semester sabbatical (Spring 2013):

1) I will research at least thirty California community colleges' distance learning programs, specifically targeting the online tools and services used to support students in all disciplines. I do not have a list of colleges to target yet as I need to research college which are similar to Oxnard College, in a district similar to VCCCD. Those colleges will be my primary targets. In addition, I will research colleges with robust online programs and they will be my secondary targets.

2) I will make contact with key faculty and or appropriate support staff at each of the thirty California community colleges and I will conduct surveys and interviews to assess each tool and service used to support students. I realize that not everyone I contact will complete the survey, but I will consider the project successful if fifteen out of the thirty complete the survey. If the initial thirty contacted do not yield fifteen completed surveys, I will reach out to more California community colleges until I receive data from at least fifteen sources. My methods of contact will vary from email contact to telephone contact, and when appropriate, face to face contact.

3) I will write a detailed report of the services offered at various California community colleges, including cost, and I will make recommendations for offering various similar online tools and services at Oxnard College.

2. Rationale

a). Professional Development

As a distance education leader on campus, it is imperative that I am current in distance education theories, modalities, technologies and regulations. The project I am proposing involves a great deal of time and effort as I do not want to merely look at different programs and evaluate them only on bells and whistles and cost; rather I want to evaluate them based on effectiveness according to those who use the tools and/or whose students use the tools.

This project would benefit me, as an online instructor because it would make me more aware of tools and services available to online students. This project would also benefit my online students because it would create a source of support for them through the referral of said tools and services.

Finally, I am searching for innovative techniques to build professional development at Oxnard College. My most current contribution is the creation of the Hi-T(echnology) workshops at Oxnard College, which are sponsored by the Distance Education Committee, a standing committee which I started approximately two years ago. These workshops are essentially noontime events where distance education teachers share their expertise with the campus

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community. My sabbatical project could be filtered to the campus community through a flex week activity and through a Hi-T(echnology) session.

b) Value to Department or Discipline

This sabbatical project would benefit my department and discipline because although we offer many online and hybrid courses at Oxnard College, online services to support these students is extremely limited. The better the online support is for students, the more online instructors can focus on teaching. Presently, many online instructors are the only source of online support for their students. Better online support will equal better quality teaching because there will be more time to focus on teaching.

c) Value to College and/or District

This sabbatical project would potentially help the college and possibly the district to offer equal support to all students at the best price possible. There are many different options for offering online support, but the options are expensive. By researching the different forms of virtual support, and by analyzing the different tools, I may be able to suggest inexpensive ways for Oxnard College to replicate the tools without purchasing expensive licenses.

d) Value to Students

This sabbatical project would be of great value to all students at Oxnard College because it would mean more support for all students. It could potentially impact student success rates for both on-campus classes and online classes as many of Oxnard College's students work and are unable to utilize on-campus support services frequently.

e) Value to Community

The value to the community could be that more students in the local community would be able to attend college and complete their goals because they had proper support while taking their courses.

3. Implementation

a) Implementation Procedure
1. Create a list of thirty California colleges to research.
2. Create a survey to send the distance education coordinator and instructional technologist at each of the thirty colleges.
3. Make contact at the colleges and conduct the survey.
4. Create a rubric for assessing the college web pages.
5. Navigate the web page at each of the thirty colleges and find the tools offered and observe the location and ease of finding the services and tools and using the rubric, assess the web page.

6. Receive at least fifteen completed surveys. If at least fifteen surveys are not received, reach out to more California community colleges until fifteen completed surveys are received.
7. Analyze the survey results and ask follow-up questions, contingent to the responses received. Potential follow-up questions may include asking for student feedback on the tools.
8. Ask for permission to use the tools at each college, and, if able, analyze each tool.
9. If colleges cannot grant me permission to use their tools, contact the vendor and ask for permission to use each tool to analyze it.
10. Write a detailed report.

b) Projected Results

At the end of the period of my sabbatical leave I will have achieved the following:

1) Discovered the different online tools and services used at approximately thirty California community colleges.

2) Evaluated the various tools used at approximately fifteen California community colleges.

3) Written a detailed report for Oxnard College on effective online tools and services to support student learning, including pricing.

c) Dissemination Plan: Benefit to Colleagues/Students/College

I will share my report with Oxnard College's Distance Education Committee, Technology Committee, and Senate. I will also share my report with the Ventura Community College District's Distance Learning Task Force and Technology Committee.

4. Past Contributions to the District

a) Scholarship

I published an article in the fall 2006 edition of *i.e. inside English* titled, "Why Teach Online? Let the Techies Do It! The Pros and Cons of Online Teaching."

I presented at the 2007 Online Teaching Conference.

b) Service

1) Department/Discipline

Department Representative, Technology Committee Fall 2006 – Spring 2011
Department Representative, Academic Senate 2011
Served on Faculty Evaluation Committees
Led a flex activity for the Letters Department on assessment—Fall 2011
Maintained department web page from Fall 2006-Spring 2009

2) College

Faculty Co-Chair, Accreditation Self-Study Standard III, Sub-Committee C: Technology Resources, Fall 2009 – Fall 2010.
Faculty Co-Chair, Distance Education Committee for 2 years
Faculty Co-Chair, Technology Committee for 2 years
Member, Technology Committee for 5 years
Faculty Co-Chair, Curriculum Committee 2011-2012
Member, Academic Senate, 2011
Served on Faculty Evaluation Committees
Served on Hiring Committees
Led and Attended workshops and training sessions regarding distance education at Oxnard College

3) District

Member, DTRW, 2011
Member, Board Goals and Objectives Implementation Task Force, 2011
Member, MyVCCCD portal Group, 2009-present
Member, MyVcccd Course & Group Studio Committee, 2008
Member, WebCT implementation project planning team, 2007
Member, Presidium Pilot Project Planning team, 2007
Member, District Distance Learning Task Force, 2007-present

4) Community

5) Length of Service & Past Sabbaticals Awarded

I was hired at Oxnard College as full time faculty in August 2006. This is my first request for sabbatical.

Proposed Timeline for the Sabbatical Project of Teresa Bonham:

January 2013:

1) Identify thirty California community colleges to analyze.

2) Begin composing the survey to administer to each college's contact people.

3) Create a rubric to assess each of the thirty colleges' web pages and ease of finding the services and tools to support their students.

4) Make initial contact with key faculty or support staff at each of the thirty identified colleges.

February 2013:

1) Send the first survey to five colleges in order to test the effectiveness of the survey questions. If survey responses lead to the results I want to measure, send the survey out to the rest of the colleges. If the survey was not written well, revise the survey and then send it to the rest of the colleges.

2) Begin assessing each of the college's web pages using the rubric I created—assess at least fifteen web pages.

March 2013:

1) Continue assessing college web pages, and assess at least thirty.

2) Begin follow-up on the surveys submitted. If survey has been completed, send a thank you email. If survey has not been completed, send a please fill out my survey reminder.

April 2013:

1) Continue with survey follow up. If fifteen completed surveys have not been returned, make contact at additional colleges and submit new request for survey participants.

2) Complete web page assessment—make list of all visible online services and support tools.

3) Begin analyzing survey data.

4) Begin using the tools and programs, which provide services.

May 2013:

1) Complete analyzing survey data.

2) Write a detailed report about the online student support tools and services used at many California community colleges.