

Task Details Report

Planning Year: 2016-2017

Planning Unit: ELITE
Unit Manager: Hughes, Allison

Objective: 564 - Staff the ELITE Program for Student & Faculty Support

Objective Description:

The ELITE Program currently consists of Allison Hughes, Instructional Technologist (1 FTE), Lezlee Ware, DE Faculty Coordinator (.2 FTE) and Jessica Kaven, Faculty Assessment Coordinator (.2 FTE). The program will be better able to meet its objectives and meet the support and training needs of Cañada faculty with the addition of more classified staff positions.

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$40,260

3 Full-Time (20 hours/week) student assistants.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Instruction	3 Student Assistant Salaries (Summer, Fall & Spring 2017)	\$40260.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
7/1/2017

Task Type:
Resource Request

Priority Level:
High

Task Order:
2

Due Date:
6/30/2018

Completion Date:

Task Status:
New

Budget:
\$102,600

2 ELITE Instructional Aide II:

-1 100% to offer on-campus student technology support and coordinate student assistants

-1 50% to meet accessibility needs for faculty: captioning, training, accessibility course reviews

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Instruction	ELITE Program Instructional Aides	\$102600.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: ELITE
Unit Manager: Hughes, Allison

Objective: 565 - Enhance & Expand Distance Education at Cañada

Objective Description:

The ELITE Program will spearhead a campaign to improve distance education courses at Cañada and then expand distance education offerings to better meet student needs and demand for transferable courses.

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 2
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$2,428

Obtain site license (for use by all faculty) Screencast-O-Matic.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
SubMbr	Instruction	Screencast-O-Matic Site Liscence	\$2428.00	\$1214.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 3
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$310

Purchase microphones for faculty to use that will enhance online video quality in distance education courses.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	Blue Snowball Microphone	\$310.00	\$186.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$7,000

Train faculty on accessibility, regular effective contact and the OEI Rubric in order to get current distance education courses up to District and State standards.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Instruction	Workshop Materials & Food for Participants	\$7000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 4
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$5,000

Keep ELITE staff up-to-date on current online education trends and standards through webinars, conferences, and professional development.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	Instruction	InstructureCon Attendance	\$5000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 5
Due Date: 1/1/2018	Completion Date:	Task Status: New	Budget: \$10,000

General technology hardware and software budget to be used as new items are found and evaluated to be imperative for advancing student learning in distance education coursework.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	General Technology Budget	\$10000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: ELITE
Unit Manager: Hughes, Allison

Objective: 574 - Improve the Quality and Effectiveness of Cañada's SLO Assessment through Faculty Training

Objective Description:

SLO Assessment is not consistent across the college. SLOs are assessed differently depending on the course or the faculty member performing the assessment. Much of this inconsistency is due to a lack of training for faculty, especially adjunct faculty. The ELITE Program would like to take steps to create a more positive and consistent culture around SLO assessment.

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$5,000

Create a training program for incoming faculty and a training program for existing faculty. Both will work to clarify what assessment is, why its important, how SLOs should be assessed, and what roll SLOs and their results should play in faculty course planning.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Instruction	Workshop Materials & Food for Participants	\$5000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 2
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$5,000

Keep ELITE staff up-to-date on current assessment trends and standards through webinars, conferences, and professional development.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	Instruction	Webinars, Conferences, Professional Development, etc.	\$5000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 3
Due Date: 6/30/2018	Completion Date:	Task Status: New	Budget: \$2,000

Provide faculty with relevant assessment materials (guides, manuals, etc.)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Instruction	Assessment Materials	\$2000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: ELITE
Unit Manager: Hughes, Allison

Objective: 606 - Re-Open CIETL

Objective Description:

The ELITE Program is looking to revitalize CIETL, the Center for Innovation and Excellence in Teaching and Learning, which was closed in 2015 and remains so today. ELITE would like to use the CIETL space as a hub for faculty and staff support around Canvas, online education, TracDat, and assessment. The space will also house a component of student support for Canvas and online coursework.

Start Date: 7/1/2017	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date: 1/19/2018	Completion Date:	Task Status: New	Budget: \$0

Clear out equipment and material from 9-154. Update posters and collaborate with library to update collection of books.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 6/1/2017	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 2
Due Date: 1/19/2018	Completion Date:	Task Status: New	Budget: \$1

Put in Facilities Work Request to have CIETL, 9-154 cleaned and re-painted.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Instruction	Clean & Re-Paint 9-154	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 7/1/2017	Task Type: Resource Request	Priority Level: High	Task Order: 3
Due Date: 1/19/2018	Completion Date:	Task Status: New	Budget: \$4,000

Replace instructor station computer and projector.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	Replace Instructor Station Computer	\$1000.00	\$0.00
ITech	Instruction	Replace 9-154 Projector	\$3000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
7/1/2016

Task Type:
Resource Request

Priority Level:
High

Task Order:
4

Due Date:
6/30/2017

Completion Date:

Task Status:
New

Budget:
\$40,000

Purchase a technology cart, 20 laptops, and 10 iPads.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	Technology Charging & Storage Cart	\$5000.00	\$0.00
ITech	Instruction	20 Laptops	\$30000.00	\$0.00
ITech	Instruction	10 iPads	\$5000.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	