

2020-2021 Distance Education/Online Learning Instructional Continuity Plan

As the District continues to make plans to support online classes for summer and fall 2020, Online Learning prepares to find ways to continue to support faculty as 100% of courses are being designed and delivered online. These courses are delivered through a mix of fully online courses and remote instruction. A corresponding increase in training and support will be needed to support student retention and success.

All costs associated with this plan will be paid for from the CARES fund.

Before COVID-19, approximately 20% of SWC’s courses were offered online. Online learning and Canvas were supported by a DE faculty Coordinator, an Instructional Technologist & Systems Specialist and an Online Instructional Support Specialist (currently backfilled).

In mid-March when face-to-face classes were moved to the remote method of teaching, Online Learning provided a series of one to three- hour workshops for faculty who needed training on a particular topic area. We also addressed this need by expanding the number of DEFT training classes to accommodate faculty who want to teach online. As time has moved forward, it has become apparent that there is a need for additional training for faculty to teach effectively in the remote method.

In order to meet this need, it is necessary to create a new full-time temporary faculty position to focus on providing a training program for remote teaching. While the training may not be as extensive as DEFT, this training program (“Remote Training”) will address these highlighted areas and other related items:

<ul style="list-style-type: none"> ● Canvas Basic I and II 	<ul style="list-style-type: none"> ● Accessible remote delivery options
<ul style="list-style-type: none"> ● Remote instruction pedagogy/andragogy 	<ul style="list-style-type: none"> ● Student Privacy Protections
<ul style="list-style-type: none"> ● Equitable teaching practices using technology 	<ul style="list-style-type: none"> ● Best Practices examples and models
<ul style="list-style-type: none"> ● Remote instruction syllabus 	

All faculty who successfully complete Remote Training (planned for 20 hours) will be eligible for one of these options:

- 20 hours of Flex credit
- 10 hours of Flex credit plus \$250
- For those Unit members who complete the “Remote Training,” they will receive partial credit for future DEFT training.

Remote Teaching	# of Trainees	Cost	Total
20 hours of above training	200	200 X \$250	\$ 50,000

Emergency Staffing Plan

These proposed positions are temporary one-year reassigned time.

- **1 FTE faculty Teaching with Technology Coordinator (similar to DE Coordinator but for Remote Training)**
- **.5 FTE faculty Accessibility Designer**
- **1 FTE or two .50 FTE faculty Instructional Designer(s) for Technology & Equity**
- **1 FTE faculty Online Learning Technology & Application Lead**
- **.50 classified Technologist Specialist for Accessibility & Compliance**
- **1 FTE classified Clerk III**

These are proposed temporary positions for one academic year. Recruitment for these positions will advertised on campus for a specific amount of time.

Teaching with Technology Coordinator (similar to DE Coordinator but for remote instruction)

- Develop and provide faculty training program in remote instruction pedagogy/andragogy, including equitable teaching practices with technology, accessible options for remote instruction, student privacy practices, and using tools outside of Canvas.
- In collaboration with the DE Task Force, write guidelines for syllabus language, attendance documentation, etc. for remote instruction.
- Consult with departments as needed to develop strategies for delivery of hard-to-convert courses.
- Develop remote instruction resources for faculty, including best-practice examples and models.
- Participate in coordination of DE Mentor Program, including providing guidance and resources to Leads.

Accessibility Designer (.50 FTE)

- Provide regular professional development in accessibility topics related to Canvas, Zoom, and new remote-instruction apps.
- Support face-to-face faculty moving online to ensure students do not face accessibility barriers.
- Provide one-on-one assistance to faculty building content in Canvas.
- Support DEFT participants to build accessible content.

Instructional Designer for Technology & Equity (1FT or 2 PT)

- Develop and facilitate Camp Canvas training.

- Provide professional development in equitable teaching practices when using technology (as equity gaps have been exacerbated during the pandemic).
- Develop and provide professional development in use of technology tools for instruction, including accessible options for remote instruction, student privacy protections, and using tools outside of Canvas, in support of flexibility provided to faculty.
- Offer open labs for individual instruction.
- Provide individual and departmental assistance to faculty building online and remote instruction courses.
- Develop resources for faculty and students to develop technological competency.
- Manage DEFT-generated captioning requests for DECT-grant funding.
- Develop and maintain list of previously captioned videos for faculty use to reduce captioning requests.

Online Learning Technology & Applications Lead:

- Provide Canvas support for an increased number of faculty and students, as the vast majority will be using Canvas this fall.
- Create guides and best-practice resources for faculty.
- Test and support new software applications for remote lectures and labs.
- Manage expanded use of VoiceThread: training, installation, DECT grant requests for captioning, records management, user support.
- Participate in creation and staffing of semester-length Canvas training calendars.
- Prepare and update DEFT course shells, sandboxes, and surveys.
- Provide one-on-one and small group assistance to faculty in drop-in open labs and by appointment.

Technologist Specialist for Accessibility & Compliance: Classified

- Assist faculty by reviewing documents and applying accessible practice to make documents and other teaching materials accessible.

Clerk III: Classified

- Manage recording, organizing, and preparing 700 DE Addenda for Curriculum Committee.
- Track and report on progress toward required completion of DE addenda by December 31, 2020.

- Produce training calendars, promote via email and website, track attendance records, and manage in My Learning Plan.
- DEFT records management: create and process HRTs and performance contracts, notify participants, manage roster changes, create and send certificates, collect and distribute flex/hurdle/stipend requests for PDP, Dean of ISS, and schools, manage completion records, respond to faculty requests for DEFT information and documentation.
- DE Mentor Program records coordination: create and process HRTs and performance contracts, collect mentor logs, record flex credit for mentees, compile data and create reports, process timesheets for mentors.
- Respond to faculty inquiries regarding DEFT, DE Mentor Program, and training registration/records.

Distance Education Faculty Training (DEFT)

With the immediate need for additional training for online teaching, we have added the following additional DEFT classes from August 2020 – May 2021 classes and are proposing the following modification to currently negotiated language.

- 20 hours of flex credit
- 10 hours of flex credit + \$500 Stipend

Preparing for Summer & Fall Online Courses

Expansion of DEFT Certification

Item	# of trainees	Cost of faculty stipends	Total
2 August courses	40	40 X \$500 =	\$ 20,000
2 September courses	40	40 X \$500 =	\$ 20,000
1 October course	20	20 X \$500=	\$ 10,000
1 Spring 2021 course	20	20 X \$500=	\$ 10,000
Subtotal	120		\$ 60,000

Cost for DEFT Instructors

Item	Cost of deft instructors	Subtotal	Total
2 August courses 2 September courses 1 October course 1 spring 2021 course	50 hours x \$70=\$3,500	3,500 x 6 classes	\$ 21,000

Continuation of the DE Mentor Program July 1, 2020 through May 30th, 2021

DE Mentor Program Positions

DE Mentors

Positions: 30

Description: DE Mentors provide individual and small group mentoring sessions for faculty seeking to develop their online teaching skills and knowledge. Mentoring topics include, but are not limited to, Canvas course design, online facilitation strategies and tools, regular effective contact options, and accessible course content. DE Mentors also provide support for DEFT participants as they build in Canvas.

The requested hours and compensation between July 1st 2020 and May 31st 2021 are as follows:

Month	Hours of mentoring	Compensation	
Summer-Fall 2020 July – December 2020	30 hours/mentor	30 hours per mentor X \$50/hr = \$15,00 x 30 = \$45,000	\$45,000
Spring 2021 January – May 2021	10 hours/mentor	10 hours per mentor X \$50/hr \$1,000 x 30 = \$30,000	\$15,000
Total			\$60,000

Lead DE Mentor

Positions: 5

Description: As the School's point person for the DE Mentor Program, the Lead DE Mentor provides school-specific information and resources, organizes mentoring within the school, and serves as the school's point of contact for mentoring. Due to variations in school size, some Leads may serve two schools.

Month	Hours of mentoring	Compensation	
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Summer-Fall 2020 July – December 2020	30 hours/mentor	30 hours per Lead DE mentor X \$50/hr = \$1,500 x 5 = \$7,500	\$7,500
Spring 2021 January – May 2021	20 hours/mentor	20 hours per Lead DE mentor X \$50/hr = \$1,000 x 5 = \$5,000	\$5,000
		\$800 per DE Lead Mentor X 5 = \$4,000	\$4,000
Total			\$16,500

Overall Budget for Emergency DE Training/Support

Emergency Staffing Proposal		
Teaching with Technology Faculty Coordinator Accessibility Designer Instructional Designer for Technology & Equity Online Learning Technology & Application Lead Technologist Specialist for Accessibility & Compliance Clerk III	1.0 FTE faculty .50 FTE faculty 1.0 or (2) .50 FTE faculty 1.0 FTE faculty .50 classified 1.0 classified	3.5 faculty 1.5 classified
Current contracted faculty member	Backfill the position: 15 LHE x 17.5 weeks = 262.50 lecture hours 262.50 x \$78.70 = \$30,122	
Health and Welfare	\$5,000	
Approximate Cost for Faculty	\$35,122	\$35,122 x 3.5 = \$122,927
Technologist Specialist for Accessibility & Compliance Range 38 (.50 FTE) 30.42% Benefits	\$3,238.53 - \$3,941.91 x 12 = \$47,303 1199.13 (approx)	
Clerical III position (Range 13 – Level 3) 30.42% Benefits Health and Welfare	\$3,777.91 x 12 = \$45,335 \$13,790 (approx) \$ 7,000	\$66,125
Approximate Cost for Classified		\$113,428
Total Costs for Emergency Staffing Plan		\$236,355

Cost for Trainees

DEFT Trainee Costs	# of trainees	Cost	Total
2 August courses	40	40 X \$500 =	\$20,000
2 September courses	40	40 X \$500 =	\$20,000
1 October course	20	20 X \$500=	\$10,000
1 spring 2021 course	20	20 X \$500=	\$10,000
Total	120		\$60,000
Remote Trainee Costs	# of Trainees	Cost	Total
20 hours of Remote teaching training	200	200 X \$250	\$50,000

Cost for DEFT Instructors

Item	Cost	Subtotal	Total
2 August courses 2 September courses 1 October course 1 spring 2021 course	50 hours x 70=\$3500	3,500 x 6 classes	\$21,000

DE Mentors

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Total			\$60,000

Lead DE Mentor

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		\$800 per DE Lead Mentor X 5 = \$4,000	\$ 4,000
Total			\$16,500

Total Cost of Proposal

Emergency Staffing Plan	\$36,355
DEFT and Remote Trainee costs	\$110,000
DEFT instructor costs	\$21,000
DE Mentor Program	\$76,500
Total Proposal	\$443,855

This agreement expires on May 30, 2021, and the current collective bargaining agreement will prevail after that date.

Rose DelGaudio

Rose DelGaudio
Executive Assistant Superintendent/Vice
President, Human Resources

Candice Taffolla-Schreiber
Candice Taffolla-Schreiber (May 20, 2020 14:19 PDT)

Candice Taffolla-Schreiber
Lead Faculty Bargaining






MOU DE Training 20MAY2020

Final Audit Report

2020-05-20

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