

## MEMORANDUM

**To: Kim O'Gara**

**From: Alisa Klinger**

**Date: May 27, 2010**

**Re: Final Report - Online Learning Faculty Resource Instructor-District Directed Initiative Spring 2010**

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Throughout the Spring 2010 semester, I performed a variety of tasks to enhance distance learning at COM.

Those tasks fall under the following rubrics, each with a brief description of the duties I performed:

### **Liaison & Communications**

-Founded and edited *DE@COM*, issuing the online newsletter in Feb., Mar., April, and May 2010

-Provided content to the Director of Communications and Community Relations to promote Distance Learning in the *Fall 2010 Schedule of Classes*

-Developed and conducted formal presentations for the DE Think Tank, Counseling, DSPPS, Marketing, PRAC, and Technology Committee (TPC) regarding best practices in DE

-Met with IT Chief Information Officer, Tech Support, and Tutoring and Learning Center staff to develop approaches for infrastructure to support DE

-Provided telephone, in-person, and electronic consultation to faculty, staff, and administrators regarding distance learning resources, trainings, support, and pedagogical and institutional best practices

### **Policies and Procedures**

-Provided information/research about how to support distance learning students and comply with Title 5 and Chancellor's Office regulations (Regular and Effective Contact & ADA Compliance) to Counseling, DSPPS, the Library, Tutoring, and Writing Center, as well as to Deans Arnold and Snyder and the Curriculum Committee

-Worked with DSPPS personnel and Learning Resources Director to develop and implement a process for achieving ADA compliance

-Contributed to DE Program Review

### **Faculty Support & Training**

-Offered weekly trainings in person, as well as telephone support and online assistance, in course design, course management systems navigation, and online pedagogy to faculty in disciplines that include Dance, Music, Chinese, French, Spanish, English, Math, Health & PE, Sociology, Early Childhood Education, DSPS, Learning Skills, Business, and Psychology

-Worked with 5 instructors new to online instruction with DE course launches in 2009 or 2010 (Dance, English, Early Childhood Education, Spanish, Health & PE)

-Worked with 2 instructors with pre-existing online or hybrid courses (English, Math)

-Met individually with 5 instructors wishing to pursue online instruction (French, Music, Chinese, Sociology, Business)

-Worked with 3 staff and faculty members applying for funding for DE/technology initiatives (DESC, DSPS, Early Childhood Education)

-Worked with one instructor on a DE course outline for Curriculum Committee approval (Early Childhood Education)

### **Professional Development**

-Attendee, "Introduction to Online Teaching and Learning Workshop," @ONE, Sacramento, Jan. 12-14, 2010

-Presenter, "Enhancing Your Blackboard Course," College of Marin FLEX, January 21, 2010

-Attendee, "Introduction to EduStream Video Streaming," College of Marin FLEX, January 21, 2010

-Attendee, "Developmental Students: Using Hybrid Coursework to Improve Electronic Literacy Webinar," Innovative Educators, April 1, 2010

-Registrant, Online Teaching Conference, San Diego, June 16-18, 2010

My sincere thanks to the UDWC for the opportunity to develop online learning at College of Marin and to work productively and pleasurably with dozens of

instructors, staff members, and administrators I would probably not have otherwise met!