BERKELEY CITY COLLEGE DISTANCE EDUCATION ACTIVITIES

To put the Peralta CCD Distance Education Plan into action locally, Berkeley City College intends to complete the following Distance Education Activities.

In support of Peralta DE Goal 1— increase online student retention and success rates, and reduce achievement gaps

- *BCC DE Activity 1.1a: Develop and curate orientation resources for new online students.*
- *BCC DE Activity 1.2a: Implement and share curated orientation resources for new online students.*
- *BCC DE Activity 1.2b: Expand and promote embedded tutor program across the college.*
- *BCC DE Activity 1.2c: Implement program that provides online learning technology (e.g., laptop computers, software, and hardware) to students.*

In support of Peralta DE Goal 2—provide resources, support, and services that are specific to online students

- *BCC DE Activity 2.1a: Identify existing student support services for online students and develop an infrastructure where services can be delivered online.*
- *BCC DE Activity 2.1c: Identify professional development needs and facilitate opportunities for professional development related to student support and accessibility*
- *BCC DE Activity 2.1d: Identify staffing and faculty release time required to support students and address accessibility issues*
- *BCC DE Activity 2.1e Discuss feasibility and benefits of a testing center to serve face to face and online students.*
- *BCC DE Activity 2.2b: Place students on the BCC DE Committee and PCCD DE Committee and increase student voices in college wide DE decisions.*
- *BCC DE Activity 2.2d: Hire an Instructional Designer and maintain funding for 1.0 release Distance Education Coordinator*

In support of Peralta DE Goal 3—increase the number of online courses that meet guidelines for equity, quality, consistency, and accessibility

- *BCC DE Activity 3a: Design and implement professional development materials that will improve outcomes and address disparate success rates for disproportionately impacted students in online courses*
- *BCC DE Activity 3b: Prepare and launch Peer Online Course Review process*
- *BCC DE Activity 3c: Develop and launch Equity and Accessibility Program at BCC utilizing, among other resources, the established Peralta Equity Course and the Peralta Equity Rubric.*

In support of all three Peralta DE Goals

Peralta DE Project 4.1: Delineate college and district roles and responsibilities related to distance education.

- *BCC DE Activity 4.1a: Work with Peralta CCD staff and DE Committee to avoid duplicating efforts and support district-sponsored activities.*

Peralta DE Project 4.2: Develop recommendations for and/or revisions to policies and procedures to address distance education issues.

- *BCC DE Activity 4.2: Review existing policies and procedures at the college including issues such as OEI Rubric, regular effective contact, and other areas as highlighted by the state.*

Peralta DE Project 4.3: Improve information and communication related to distance education across the district.

- *BCC DE Activity 4.3a: Share progress from the Peer Online Course Review process with other colleges in the district (see BCC DE Activity 3.1b and 3.2b).*

Peralta DE Project 4.4: Develop resource recommendations to support the goals and projects above (e.g., fiscal, human resource, tech, etc.).

- *BCC DE Activity 4.4a: Hire support staff and/or release time for faculty to support meeting the goals outlined in this plan including an immense need for a local Instructional Designer.*

- *BCC DE Activity 4.4b: Dedicate staff and/or faculty time to assess the impact of all BCC's Distance Education Activities outlined in this plan*
- *BCC DE Activity 4.4c: Develop recording studio for faculty to prepare synchronous and asynchronous video material.*
- *BCC DE Activity 4.4d: Develop process to identify faculty technology needs for online teaching and establish process for faculty to acquire/borrow needed technology.*