

# Ed Tech-AV Team Work Completed. 2014-2015

## 1. Administration and Management

Core Virtual Platforms	Canvas	Blackboard Collaborate	Turnitin	Smart Notebook A.	Respondus Suite
Maintain systems and apps. Monitor and identify value add product releases. Maintain annual license renewal. Monitor usage of license to ensure positive return on investment (ROI). Monitor for impact.	✓	✓	✓	✓	✓
<p><u>Virtual Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Coordinated and administered over 200 DL and blended courses in Canvas. An increase of 50 courses. (Online registrations in 2014-2015 were 4870 and increase of 384)</li> <li>• Completed migration of 55 Angel courses into Canvas.</li> <li>• Tested and integrated Blackboard Collaborate into Canvas. This integration allows instructors to efficiently access and integrate web conference solutions in courses.</li> <li>• Turnitin statistics for Fall 2014 to end of May 2015 includes 46 instructor accounts, 2285 student accounts, and 5869 student submitted files.</li> <li>• Purchased Respondus site license in response to increasing demand. Implementation September 2015.</li> <li>• Integrated McGraw Hill Campus into Canvas to allow single sign-on access to McGraw Hill resources.</li> <li>• Integrated Atomic Learning into Canvas to allow access to Atomic Learning training resources.</li> </ul>					
Core Physical Platforms	Interactive Displays	AV Control Systems	Projection Systems	Audio-Sound Systems	Video Conference
Install, maintain and troubleshoot equipment.	✓	✓	✓	✓	✓
<p><u>Physical Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Interactive display research (TTRIP project support)</li> <li>• Digital ink software – Ink-2-go, Sharp Pen Ink (Instructor support)</li> <li>• IB theatre upgrades</li> <li>• Wireless projection – AirMedia and Barco (ongoing research)</li> <li>• Digital signage research with Web Services and Development</li> </ul>					

## 2. First Response/Training/Support

Core Virtual Platforms	Canvas	Blackboard Collaborate	Turnitin	Smart Notebook A.	Respondus Suite
Provide First Response/Training/Support	✓	✓	✓	✓	✓
<p><u>Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Approximately 1000 hours spent providing Canvas support to instructors (Sept-May).</li> <li>• Provided LMS and educational technology support for over 90 online instructors and as well as on-campus instructors.</li> <li>• Launched “Canvas on the Go”, a mobile training and support team that interacted with instructors and students across the Campus. The “On-the-Go Team” set up in various locations that were easily accessible and central in the College to answer questions and promote Canvas. <i>See PD section for stats.</i></li> <li>• Launched the “Canvas Cup”, an online PD course designed to help instructors learn how to use Canvas tools to enhance their teaching practice and keep students actively engaged. <i>See PD section for stats.</i></li> <li>• Revised and managed the “Your Digital Pitstop” online course for students. This online resource for students supports their transition to Canvas and provides them with information about online/blended learning. At present, 4974 students are active in this course. The Ed Tech team moderates the in-course discussion board and has answered 20 Canvas-related queries this year. There have been 6428 individual unique page views for resource material.</li> <li>• Developed Turnitin (plagiarism detection software) training and marketing plan for the Fall 2015 semester. Ran one pilot session that included 11 instructors.</li> <li>• Provided licenses and training for 8 instructors on Respondus 4.0 exam uploading software.</li> <li>• Acquired site license for Respondus software.</li> <li>• Supported DL instructors with delivery of 262 proctored online exams across 94 courses.</li> <li>• Upgraded classrooms to HDMI from VGA signal flow.</li> </ul>					
Core Physical Platforms	Interactive Displays	AV Control Systems	Projection Systems	Audio-Sound Systems	Video Conference
Provide First Response/Training/Support	✓	✓	✓	✓	✓
<p><u>Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Provided first response support to faculty - some calls are for F2F training - 64 calls for Jan 2015 - 39 Feb, 33 March – many</li> <li>• Monitored installation (Aug 2014) of interactive displays in support of active classroom project</li> </ul>					

### 3. Media Development

Media Development	Videos	Graphics	Interactive Objects	Graphic Design
Create video, graphics, and interactive objects. Format online courses. Graphic design services.	✓	✓	✓	✓
<p><u>Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Online media development: 32 videos, 219 graphics, 18 interactive objects</li> <li>• Blended media support/development: 89 videos</li> <li>• Institutional media development: 80 videos</li> <li>• Graphic Design: Refresh conference. CCE visual support</li> <li>• Ongoing media (Photography-Photoshop) support for Trades</li> <li>• Digitized the workflow for Courtroom and Crisis scenarios for CJ. Over 78 videos were uploaded for students/instructors to access their scenario videos on line</li> <li>• Migrated live streaming from Ustream service to YouTube</li> <li>• Video collaboration between LC, MHC</li> <li>• Graphic design for Refresh Conference and CCE visual</li> <li>• Liaised with academic centers and monitored work of 3rd party tasked with upgrading EET and client websites from Joomla XXX to Joomla 3.4</li> </ul>				

### 4. Communications

Communications	EET Newsletter Issues	LC2 Articles	EET Website
Create, design and maintain communications.	✓	✓	✓
<p><u>Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Designed and released 8 issues of the EET newsletter. The newsletter links which were most viewed were used to sign up for training and pd opportunities at LC and also directed readers to LC2. Highest viewed month was May with a total of 444 views, which is higher than the previous year.</li> <li>• Wrote/developed content for 19 LC2 articles</li> <li>• Began development of Ed Tech-AV section on new EET website</li> </ul>			

## 5. Audio Visual Installation and Event Support

Installations and Event Support	Mgmt. Forum and Strategic Work	TTRIP	Event Support	Development	External Groups
Install equipment/provide event support.	✓	✓	✓	✓	✓
<p><u>Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Provided technical support for special events – management forums strategic planning sessions, enrollment management events</li> <li>• Supported TRIPP installations (Smartboard and projector de/reinstallation)</li> <li>• Event Support: NSO, Convocation, Winter Games announcement, ESL Bridging Cultures, FMNI week, Collide-o-scope, NIT Grad, Tiffin Conference</li> <li>• Development: LCFA Golf Tourney, Wine auction, TRIPP Ground Breaking, Trades and College Home x 3, CHBA, Cor Van Raay Announcement CASA-U of L/LC, Alumni Dinner/Awards, Night to Remember</li> <li>• Outside Groups: CCHS Grad, WCHS Grad, LHBA Home Builders, Alzheimer Association, Doctor’s Evening, Evening of Psychiatry, Alberta Southwest Board Meeting</li> </ul>					

## 6. Emerging Technology

Technology	Purchase	Test	Showcase-Demo	Loan Out	Install
Research, purchase, test, showcase/demo, loan and install.	✓	✓	✓	✓	✓
<p><u>Projects and Highlights:</u></p> <ul style="list-style-type: none"> <li>• Attended Canvas conference. Identified Canvas Data and Canvas Catalog as promising integrations/add-ons. Business case development in progress</li> <li>• Promoted Responds software at Refresh via presentation and gained the interest of 15 additional instructors</li> <li>• Showcased emerging technologies to approximately 40 instructors at Refresh including: Swivl Robot, Double Robot, Equil Jot Smartpen, Augmented reality (i.e., Google Cardboard), Iskn Tablet, Airtame, Wearables (i.e., Fitbit), Belkin Tablet Stand, Ipevo Document Camera</li> <li>• Installed 20 Air Media units in Active Learning Classrooms</li> <li>• Loaned out Swivl robot to five instructors</li> <li>• Business case development in progress for Canvas Catalogue platform</li> <li>• Business case development in progress for Lynda.com online training platform</li> </ul>					

## Projects

### ECAR Student and Technology Survey Project (2013-2015)

The Ed Tech-AV team with support from the Library and Learning Services team has led the implementation of the Educause Student and Technology Survey from 2013-2015 (2013=618 respondents; 2014=240 respondents; 2015=347 respondents). Three years of consecutive data presents a significant opportunity to explore and identify trends. Accordingly, intended project outcomes include:

- Increase awareness of LC students changing relationship with technology across the College to remain responsive.
- Improve information/educational/academic technology services amongst service providers.
- Plan for technology shifts among the various constituencies of the academic community.
- Provide academic centres and service areas with actionable recommendations about how to meet or exceed students' preferences and expectations for technology in relation to learning.

**Project Status: Data entry is currently in progress. Analysis and report pending.**

Anticipated Deliverables in 2015-2016:

- A profile of students' ownership and use of technology for learning. (Infographic).
- A summary of student device ownership (e.g. device ownership, operating system).
- A summary of students personal computing environment (e.g., in-class experience using technology).
- A summary of students experience using technology (e.g., perception of wi-fi reliability, quality of service provision such as accessing library resources, checking grades, tuition payments, recording lectures; encouragement from instructors to use technology; student need for training)
- A CTLI and ITS discussion on service provision.
- A summary of how devices are used for academic and administrative purposes, including identification of importance to students.
- A summary that describes students' perceptions of how well the College and instructors use technology to enhance the academic experience.

### Active Learning Classroom-21<sup>st</sup> Century Skills Project (2014-2017)

Lethbridge College has provided funding to create 10 active learning classrooms as part of the 21st century learning project. This three-year project has broad aims including:

- Developing instructor capacity to integrate 21st century skills into teaching and learning. This encompasses active learning.
- Developing an evidence base to inform future decision making in the area of learning space design. This encompasses AV and educational technologies.
- Developing the EETs capacity in the areas of 21st century teaching and learning, project management, project evaluation, and scholarly research.
- Remaining responsive to students changing relationship with technology (e.g., digital natives)
- Creating SOTL opportunities amongst faculty.

Work completed in 2014-2015 includes:

- Completed evaluation of 2013-2014 Active Learning classroom project and developed report. Available on request.
- Co-lead the development of 2014-2017- 21<sup>st</sup> Century Learning Environment Project. Completed research, procurement and installation, in partnership with purchasing, facilities, AV and ITS, of furniture and equipment
- Developed year one project plan in consultation with project team. Year 2 plan in progress.
- Provided project leadership / coordination for implementation of 21st century learning environment initiatives in 2014-2015.
- Developed and released one student survey.
- Developed and released two instructor surveys.
- Developed and submitted RFD for additional resources.
- Monitored installation (August 2014) of furniture (Tables, Chairs, Glass Whiteboards in 21st century classrooms. Pilot ongoing.

**Project Status: Development of project report and evaluation for year one in progress.**

2014-2015 Deliverables	Completed	In Progress	Incomplete
Research and acquisition of furniture and technology required to equip ten classrooms.	✓		
Furniture/ equipment installed in ten classrooms.	✓		
Development of a project management plan including project documentation, roles, responsibilities, timelines and deliverables.	✓		
Provision of just in time professional development focused on technical support Development of a professional development plan with emphasis on teaching and learning 21st century skills.		✓	
Development of a project evaluation plan.		✓	
Development of a tech integration/utilization plan.			✓
Development of a research plan in consultation with academic centres.		✓	
Completion of lit reviews to inform research focus.			✓

Support the development of research proposals and/or develop research proposals in consultation with faculty			✓
Two mid-stream communications to College staff.	✓		

## Tablet Project-Mobile Learning (2013-Sept 2016)

In 2013-2014, phase two of the tablet project was implemented. These funds were used to scale up the tablet project from fifteen to thirty-seven instructors and to include students. In total sixty-six iPads were purchased, enough for two class sets. (note: Thirty-six of the iPads were purchased used funds from the EET budget). The phase two project provided instructors with two options to participate. iPads were also distributed to the Library, Accessibility Services and ITS. Intended project outcomes include:

- Instructors will examine the potential of using tablets to enhance teaching and learning.
- Instructors will prepare lessons with consideration for 21st century skills
- Instructors could apply for applied research funding in the fall.
- Integration/application of 21<sup>st</sup> century skills into programming
- Instructors will examine the potential of whole class learning using tablets to enhance teaching and learning
- Instructors and students will be able to use tablets, apps and the Internet to deliver/complete flexible and engaging lessons
- Instructors will prepare lessons with consideration for 21<sup>st</sup> century skills
- Instructors will identify the benefits of a standardized technology model
- Students will develop 21<sup>st</sup> century skills
- Applied research opportunities.

2014-2015 Deliverables	Completed	In Progress	Pending
<b>Technology</b>			
Provide tablets for 10 instructors, tablets for 10 staff, and a tablet cart (30 tablets) for students (one class set).	✓		
Explore workflows for powering and syncing a set of class tablets using an iPad cart. Also, undertake product evaluation		✓	
Jumpstart instructor tablet integration by assembling/installing a suite of peer reviewed productivity apps onto instructor devices			✓
Identify and pilot a solution to enable wireless projection of tablets in classrooms		✓	
Identify the resources and IT/ infrastructure needs required to support and sustain tablet use in the classroom			✓
<b>Partnerships</b>			
Partner with college departments to ensure sustainability of tablet use in the classroom (adequate resources, including staff, appropriate facilities, ITS infrastructure)	✓		

Provide information to programs on potential BYOD models			✓
Partner with Accessibility Services to ensure appropriateness of devices in addressing accessibility and UD issues			✓

...cont: 2014-2015 Deliverables	Completed	In Progress	Pending
<b>Professional Development Resources and Opportunities</b>			
Design, develop, and facilitate professional development opportunities and create resources designed to enhance digital literacy skills of both instructors and students		✓	
Develop a toolkit of resources for instructors to enhance technology integration utilizing tablets. Toolkit will initially include example lesson plans designed for teaching with tablets where instructors and students have tablets/ mobile devices example lesson plans demonstrating Universal Design for Learning (UDL) principles and training on ways to incorporate UDL principles		✓	
Software for developing media to be integrated into lessons strategies for integrating college wide outcomes (digital literacy)			✓
Strategies for integrating online library resources and instruction in their use			✓
Resources that will support instructors transitioning to BYOD design a "teaching with tablets" symposium (length TBD)			✓
<b>Research</b>			
Research and document instructional strategies for tablets with consideration for principles of universal design for learning			✓
Identify how tablets and discipline specific apps can be used to develop students' digital literacy skills Identify how mobile ready library resources can be used to develop students' information literacy skills Explore Scholarship of Teaching and Learning (SoTL) opportunities			✓

## Committee Membership

1. Member of Convocation committee (1)
2. NSO (1)
3. Events planning (1)
4. Laptop renew committee (2)
5. Learning Spaces Standards Team (2)
6. Cloud e-mail steering committee (2)
7. Refresh Committee (3)
8. Teaching and Learning. Co-internal process lead (1)