



Activities for the Centre for Instructional Development

September 2012 - July 2013

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Submitted by Karen Belfer

Program Renewal

- Jewelry Art & Design Diploma
 - Final Report with the Dean & VP Education and Student Services-Jan 2013
- Nursing Unit Clerk Certificate
 - First Draft Report circulating
- Hospitality Management Diploma
 - Final Draft Report with the Dean and VP Education and Student Services
- Dental Technology
 - Final Report and Action Plan with Dean-May 2013
- TESOL (all Programs)
 - Draft report July 2013.
- Bachelor in Science Nursing
 - Decision Note and Gap Analysis with Dean-May 2013
- Fashion Design
 - Draft Report review on July 4
 - Final Draft Report with Dean and VP Education and Student Services anticipated date July 30

Curriculum Development

Special Projects

Documentation:

- Worked with Marketing to develop an online application for curriculum development. Due date to pilot system September 2013.
- Reviewed and revised the curriculum development guides, flowcharts, rubrics, timeline, and the CID web page.

Programs:

- Early Childhood Education: curriculum mapping certificate and diploma credit distribution, updated program learning outcomes, updated course outlines, credit articulation with Capilano University ECE Degree
- Dental Technology Diploma: curriculum mapping, industry meeting and new program learning outcomes.
- Speech and Hearing Support Personnel Programs Steering Committee Meetings with Allied Health: Ongoing Steering Committee Planning meetings. Have drafted new learning outcomes, program map, program content guide and 14 course outlines for new certificate program at VCC: participate in regular steering committee meetings every six to eight weeks with stakeholders at Fraser Health in Surrey, BC.
- Auto Collision Refinishing curriculum redevelopment research and planning.

Curriculum Development Funded Projects 2013-2014

Documentation:

- Developed new process and documentation for future CD Funding RFPs.

Worked closely with these programs:

- Adult Basic Education Youth Certificate: received funding for curriculum development.
- Dental Technology Diploma: received funding for curriculum revisions (PCG, learning outcomes, program map, 19 new course outlines); renewed diploma includes new education CAD-CAM technology (computer assisted design and 3-D camera), applied practical laboratory experience and the addition of a four month practicum in dental laboratories.
- Hospitality Management Degree: received funding for curriculum development.
- Interior Design Certificate
- Nursing Unit Clerk Certificate: received funding for curriculum revisions (PCG, Learning outcomes, program map), 14 revised course outlines to include new competencies and new education technology EMR (electronic medical records).
- PACE: received funding for curriculum revisions.

Consultations

Consultations focused on developing elements required for the curriculum documents: program and course learning outcomes, prerequisites, PLAR, assessment of learning strategies, and course descriptions.

- ABE Youth Social Science course consultation, research and planning
- Adult Basic Education (Computer Course)
- Audio recording strategies for School of Language Studies programs
- Automotive Technician
- Baking Diploma
- Baking Blog portfolio development review
- Certified Dental Assisting/Dental Reception Coordinator -PCG and Course Outlines
- Consultations for new TESOL course: TESOL in Technology
- Cosmetology Diploma
- Counseling Skills for College Success-new course
- Culinary: Professional Cook 1 Certificate, Professional Cook 2 Certificate, Culinary Arts Diploma (International Cohort) including development of 5 new courses
- Dental Reception Coordinator Certificate
- Denturist-revised PCG, learning outcomes, program map and course outlines
- Drafting Technician-new PCG and course outlines- integrate new technology and skills
- Early Childhood Education: Certificate and Diploma
- Educational technology consultations for ELS programs and strategies for equipment purchases
- ESL Outreach educational technology consultation and strategizing
- Hair Design student manual planning and development coordination
- HD/CT educational technology consultation
- Hospitality Management Degree
- Interior Design

- Medical Laboratory Assistant- PCG, Course Outlines
- Music Diploma
- PACE English for Health Sciences- Learning Outcomes
- Skin & Body Therapy
- Sports Management
- TESOL (cancellation of TEFL and Tutoring programs)
- UT Sciences

Instructional Development

Events Hosted

Turning Point Technologies- Learning Forum- Hosted April 17th, 2013

CID presentations to the VCC community

VCC Day - Teaching Techniques

New Faculty Orientation and Teaching Tips

CID offered four half day orientations August and November 2012, and February and May 2013. The workshop covers topics such as lesson planning, and promoting active learning, the VCC website, policies, student support services MyVCC, the CID website and access to representatives from the library, HR, VCCFA, and SIE.

The attendance has been constant with an average of 8-12 people per session.

Department Leader Workshops for Ongoing Annual Program Review-2013

The IAs and Institutional Research Director facilitated 6 workshops at 2 each in April, May, August and September to help Department leaders make meaning of their data and metrics for ongoing program review reports.

Learn @ Lunch Workshops

These are 50 minutes long and cover a wide gamut of topics. The attendance has increased a lot from last year from 8-22 people. In most cases the workshops generate an invitation to further enhance the topic at a departmental meeting.

Topics covered by CID:

Writing your Curriculum Development Funding Proposal (8 sessions)	Susie Findlay, CID
Applied Learning in the Digital Age (4 sessions)	Robin Popow, CID

Topics covered by VCC Faculty (SIE, School of Hospitality, School of Music, Dance and Design):

“Teaching Thinking”: Bob Aitken (SIE)
Feb 6, 2013



Back to School: Apps and Appies – iPad Apps	Kevin Kovalycsik, Hospitality
Feedback: Making it Efficient and Effective	Doug Mauger, SIE
Great Beginnings	Bob Aitken, SIE
Student Engagement Techniques Part 1	Bob Aitken, SIE
Student Engagement Techniques Part 2	Bob Aitken, SIE
Student Engagement Techniques Part 3	Bob Aitken, SIE
Teaching Thinking – 15 “Habits of Mind” That Good Thinkers Possess	Bob Aitken, SIE
BobStudent Success and Retention	Bob Aitken, SIE
Unleashing Your Brains Potential	Bob Aitken, SIE
Emotional Intelligence – Implications for Instructors and Managers	Bob Aitken, SIE
Copyright Does Matter! (2 sessions)	Virginia Adams, Library
iPad Technology in the Classroom	Kevin Kovalycsik, Hospitality

Topics covered by facilitators external to VCC:

“Building Community in an Online Course”:
Barbara Mathieson (Capilano University)



Building Community in an Online Course	Barbara Mathieson, Capilano U
Don’t Just Stand There	Kathryn Ricketts, SFU
Web 2.0 and Social Media in Education	Sarah Bowers, Langara
Voice It! Simple Vocal and Presentation Skills to Enhance Your Teaching, Meetings and More	Sarah Louise Turner, SFU
Internationalization of Curriculum	Terry Fuller
Masters and PhD Programs in Educational Technology and Learning Design at SFU	Dr. Kevin O’Neill, SFU
Motivating Students	Peter Fenrich, BCIT
Influencing Student Behavior	Peter Fenrich, BCIT

Departmental Instructional Development (half and full day activities)

- New Department Leader Orientation Day-Fall 2012: Collaboration with HR and VCCFA-all day workshop. Theme was conflict resolution and communication
- Concept Mapping for Critical Thinking
- Creating Rubrics to Assess Learning
- Classroom Assessment Techniques –CATs
- Determining Learning Outcomes and Mapping Your Curriculum
- Dental Hygiene Instructor Skills Workshop- facilitated and integrated adult education teaching and learning principles into 40 mini-lesson assessments with senior dental hygiene students
- Teaching Soft Skills
- iClicker Training sessions for Practical Nursing and Continuing Care
- TurningPoint workshop for CACE

Affiliations and Networks

- CID participates, reports and networks twice a year with other education development centres from major institutions in BC such as the Universities Colleges and Institutes Professional Developers Group (UCIPD), and Educational Technology Users Group (ETUG).
- CID delivered and facilitated the Instructional Skills Workshop for Online Development (6 weeks online)

Small Group Instructional and Program Feedback

Small Group Instructional Feedback (SGIF) or Small Group Program Feedback (SGPF) is a formative mid-course check-in process for gathering information from students on their learning experience. The process is designed to foster communication and dialogue between students and instructors so that learning objectives and outcomes can be met successfully. The IAs completed more than seven SGIFs in the last year largely associated with program renewal or curriculum development activities. Instructors may self initiate confidential SGIFs as part of their ongoing continuous improvement process.

- Digital Graphic Design – 2 x instructor evaluations
- Dental Technology- SGPF x 2 (program renewal data collection)
- Baking and Pastry Arts- instructor initiated SGIF
- Nursing Unit Clerk - instructor initiated SGIF
- Fashion Arts Diploma SGPF x 2 (program renewal data collection)

Educational Technology

Moodle Development, Support and Training:

- College and Career Access: Support and co-development of numerous online courses and related graphics and multimedia content; iPad-in-class and mobile access support and testing
- Court Interpreting: Shell development and integration of video

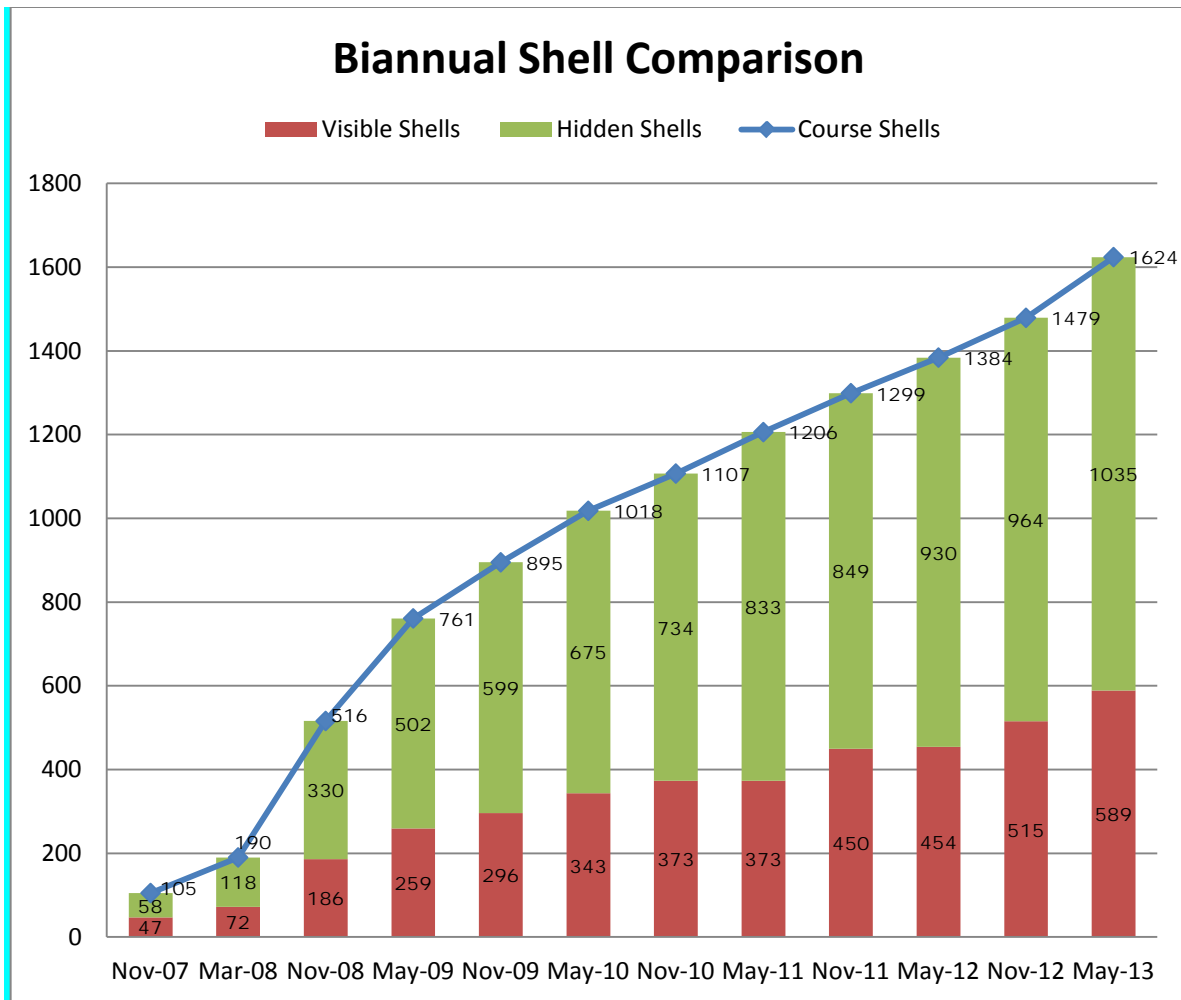


collateral

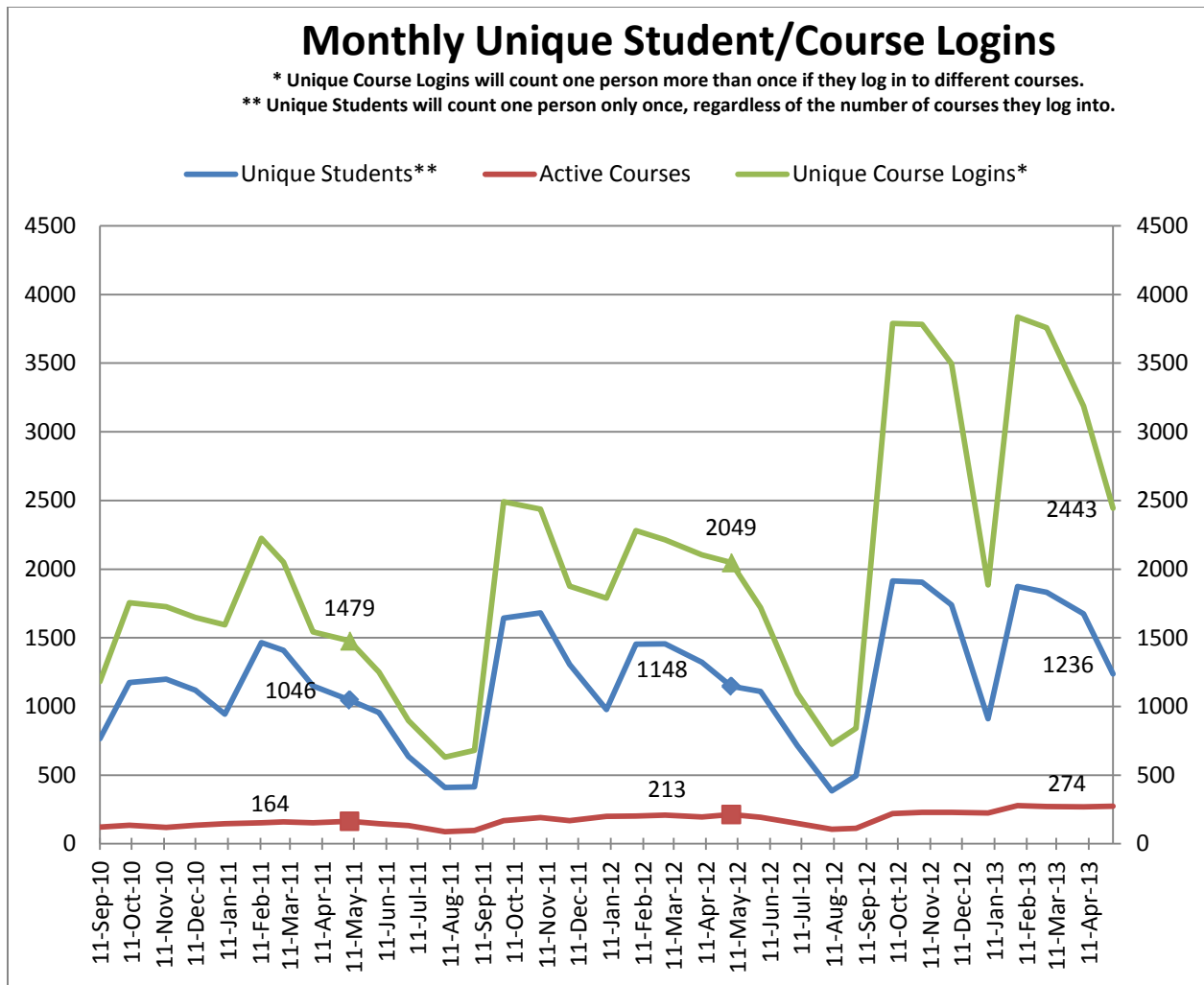
- Dental Hygiene: Preparation for creating instructional videos (Patient Interview and Amalgam Procedure)
- HD/CT: Project planning and Moodle Plugin research for Foundation-level online course
- Hospitality Management: new template and 20 online courses implemented/updated; instructor Moodle training and course administrative support
- Interior/Kitchen Design: Course template, development estimates and project consulting.
- PACE: Moodle and multimedia training; audio/video content integration, quiz creation, copyright consultations, and co-development of online courses
- Practical Nursing: Building Moodle questions/quizzes; general Moodle instructor training
- Transportation Trades: Content prep for Auto Refinishing
- TESOL: audio/video content integration, co-development of online courses; general Moodle support

Statistics

From May 2012 to May 2013 there has been a 25% increase in the total number of shells with a 69% increase in the number of new shells being created.



A comparison of May 2012 to May 2013, shows a 29% increase in the number of active courses, closely matching the 30% increase from May 2011 to May 2012. The number of students using Moodle in May of 2013 (Unique student logins) increased 8% from the same month in 2012.



Distributed Learning Support

- Updating documentation of CID/DL Support internal processes and best practices.
- Implemented new web/email-based Helpdesk system for supporting Moodle and Ed-tech issues (dlsupport@vcc.ca or <http://dlsupport.kayako.com>).

Moodle System Administration

- In Jan/Feb 2013, CID manually removed (with faculty/dept head consent) approximately 90 Gb of defunct files or course shells from the production Moodle server, increasing available storage and improving performance.

Moodle Operations

CID and IT hold regularly scheduled weekly Moodle Operations Meetings (MOM) to discuss issues and strategies in support of VCC's Moodle environment. Select topics include: archiving, Moodle 2.2 upgrading, portal security, and banner and mobile device integration.

Banner/Moodle Enrolment Project

- Planning and Implementation of Banner/Moodle enrolment project.
- Department consultations
- Process development
- Project revisions
- Implemented March 31st, 2011.

Moodle 2.2.4

Successful migration from Moodle 1.9 to 2.2.4 August 6th, 2012.

Mobile Clickers

CID introduced mobile clickers to the VCC community. Starting with three pilots between January and March (AST, Baking, Continuing Studies, and ELSA); a college-wide implementation strategy has now been introduced.

Consultations

- School of Language Studies project- Google drive access
- School of Language Studies Audio recording strategies for programs
- CCA educational technology consultation and planning
- UT Science- Moodle planning
- Practical nursing online development and implementation strategies
- HR Policy Tutorials planning
- Skin & Body Therapy prototype video filming and editing
- TESOL Culture and Communication online course planning and development
- Auto Collision repair ACE-IT program Moodle process development and moderation of Adobe Connect orientations for new distant students

Course Development

- ISWOD course development completion and revisions

Media Support – Videotaping of Events and Projects

- Learn@Lunch Workshops: Motivating Students (Peter Fenrich)
- ISWOD Intro (Robin Popow)
- Internationalization of Curriculum (Terry Fuller)

- Student Engagement Techniques, Parts 1-4 (Bob Aitken)
- iPad Apps in the Classroom (Kevin Kovalycsik)

ETUG 2012 Workshop:

- [“Ever tried capsizing an inner tube? \(Ever tried captioning in YouTube?\)”](#) (Robin Popow)

Other Projects:

- Skin & Body Therapy Program: Cleaning 1 (Robin Popow)
- Skin & Body Therapy Program promo (Robin Popow)
- CCA Biology Lab Demo: Using a Light Microscope (John Love, Ellen Turone)

Other

- Participation in the selection process for the TerminalFour content management system and subsequent “Train the Trainer” workshop participation
- Attended BCcampus Shared Services meeting as VCC representative
- Researched and prepared discussion paper towards the selection and implementation of a multi-media server
- Participated in setup of BCcampus Shared Services Kaltura video server pilot program.
- Initiated new project in conjunction with IT to setup a College-wide multi-media server with YouTube style user interface and Moodle integration
- IT consultation to establish new Moodle/MyVCC role for external instructors and course auditors in anticipation of a return to single sign-on
- Facilitate the implementation of AppleTV for College-wide usage
- Research and tested implementation of Big Blue Button webcast software in Moodle

Applied Research

Vancouver Community College Applied Research Plan.

Developed a document to guide VCC’s Applied Research agenda.

Natural Sciences and Engineering Research Council (NSERC) Application

Developed application and became Natural Sciences and Engineering Research Council (NSERC) eligible. An important part of the application was having certain policies in the College required by the Council. Worked with a few review groups and committees to update policy A.3.10 Ethical Conduct for Research Involving Humans, and create two new policies (Ethics and Integrity in Research and Scholarship, and Conflict of Interest Related to Research) required by the Natural Sciences and Engineering Research Council (NSERC) to become eligible for funds.

British Columbia Applied Research and Innovation Network (BCARIN)

Through the activities of the CID, VCC has become an active member of BCARIN.

Consultation and Review of Research Projects

Type of Applied Research	Partnerships (other colleges, industry)	Timeframe	Value Add
<p>Title: VCC Faculty e-Book Usage</p> <p>Brief Description: Quantitative, descriptive statistics.</p>	<p>Principal Investigator: Jeff Verbeem, Public Service Librarian, VCC faculty from the Library.</p>	<p>April 2013 – April 2014</p>	<p>To assess the use- (both actual and potential)- of e-books among faculty at VCC.</p>
<p>Title: Campus Anti-Violence Initiative (CAVI)</p> <p>Brief Description: Qualitative, content analysis</p>	<p>Principal Investigator: Alana Prochuk, Women Against Violence Against Women Rape Crisis Centre (WAVAW)</p>	<p>April 2013 – April 2014</p>	<p>To measure the effectiveness of CAVI workshops for increasing students’ knowledge about gender-based violence and motivation for taking action and to collect qualitative data about students’ ideas for addressing gender-based violence at VCC.</p>
<p>Title: Community-College Partnerships in Developing Primary Health Care-Population Health Promotion Practicums for Nursing Students: Challenges and Opportunities for Promoting Health for All into the 21st Century.</p> <p>Brief Description: Qualitative, participatory action research.</p>	<p>Principal Investigator: Shari Laliberte, VCC faculty from the School of Health Sciences.</p>	<p>April 2013 – April 2014</p>	<p>To seek evaluation feedback from nursing faculty, students (both current and alumni) and agency partners within a Bachelor of Science in Nursing (BScN) program within an urban college setting in order to: a) explore strengths and areas in need of growth of a community health promotion practicum; b) analyze the supports and barriers to new graduate nurses in implementing what they learned in this practicum; c) explore opportunities for collectively advocating for broader health system transformation toward a primary health care model that will enable nurses to apply what they have learned within their</p>

			academic education.
<p>Title: Achievement- goal profiles: Identifying dominant achievement goal orientations of vocational students in an urban college setting.</p> <p>Brief Description: Quantitative, Cross Sectional Study</p>	<p>Principal Investigator: Brian Haugen, VCC faculty from the School of Transportation Trades. Master’s Research Project, Simon Fraser University.</p>	April 2013 – April 2014	To inform vocational instructors on the motivational factors that contribute to classroom teaching practice.
<p>Title: Reimagining post secondary education: A Student Perspective</p> <p>Brief Description: Qualitative, Phenomenological approach.</p>	<p>Principal Investigator: Irene Young, VCC Employee. EdD Research, Simon Fraser University.</p>	March 2013- March 2014	To gain student perspectives on possible design options for the programs of Vancouver Community College. VCC is a comprehensive community college that offers the first year of university transfer courses, adult basic education, English as a second language and various certificate and diploma programs in the trades and vocational programming.
<p>Title: DHYG 3434 Self-Directed Dental Hygiene Practice Project Plan/Report/Presentation</p> <p>Brief Description: Exploratory.</p>	<p>Principal Investigator: Denise Beerwald, VCC faculty from the School of Health Sciences.</p>	November 2012 – November 2013	To meet course requirements for the DHYG 3434: Professional Practice 2 course, dental hygiene (DH) students will investigate areas in which the DH can assume an increased role in health promotion, disease prevention and therapeutic care to support the health and wellness of Canadians.

Policy Review Groups and Committee Work

The CID has also attended and supported the following committees and focus groups over the last year: Curriculum Committee, Policy Committee, D2, EDCo, Education Technology Planning group, Research Ethics, Curriculum Approval (EdCo), Student Appeals (3).

IRA Support

One of the IAs is a member of the IRA Orientation Committee and helps design, develop and facilitate the IRA Orientation session. Sessions are usually scheduled twice a year.

Faculty Postings: Selection, Election and Area Hiring Recommendation Committees (AHRC)

Some postings appeared twice in the past ten months due to positions remaining unfilled, extensions, secondments, retirements and/or term ends. These were shared as much as possible among the three IAs according to scheduling requirements. I also coordinate regular meetings with the IAs to manage all information and processes relating to faculty postings including but not limited to reviewing the collective agreement together; tailoring interview tools with faculties; updating postings tables and coordinating election; selection and hiring recommendation committee work with departments; stewards and HR advisors.

Department Leaders Election and Selection Processes (Dept. Heads, Assistant Dept. Heads and Coordinators)

These involve multiple appointments if the IAs must chair selection committees including checking with HR for OASYS guest users numbers, pre-interview, short listing, checking internal versus external, establishing interview and teaching check process, actual interviews and post interview for recommendations to hire often two or three a week for several weeks.

Fall 2012

- Assistant Department Head - Culinary Arts
- Department Head - Digital Graphic Design *Interim*
- Coordinator - Learning Centre
- Department Head - Visually Impaired Program:
- Assistant Department Head- College Preparatory English
- Department Head- College Foundations- Science Department Head, DHH

Spring 2013

- Acting Assistant Dept Head - Practical Nursing
- Department Head - Dental Technician/Denturist
- Department Head – Jewelry Art & Design (upcoming)
- Department Head – Hair Design & Esthetics
- Department Head – Deaf and Hard of Hearing
- Department Head – Library

- Coordinator 2 – Learning Centre
- Coordinator II - Library Systems and Technical Services
- Coordinator I - ESL Outreach
- Department Head Dental Technician Denturist
- Acting Department Head - ESL Outreach
- Acting Department Head - Digital Graphic Design
- Department Head Jewelry Art & Design
- Coordinator II - Nursing Unit Clerk
- Assistant Department Head - ESL Outreach

Faculty AHRCs- Regular, Term and Auxiliary- since Sept 2012

These involve multiple appointments including checking OASYS for guest user numbers with HR, pre-interview, short listing, checking internal versus external, establishing interview and teaching check process, actual interviews and post interview for recommendations to hire often two or three a week for several weeks.

- American Sign Language
- Baccalaureate Nursing
- Baking and Pastry Arts
- Culinary Arts
- Deaf and Hard of Hearing
- Digital Graphic Design
- Hair Design & Esthetics
- Jewelry Art & Design
- Medical Office Assistant
- Office and Legal Administration
- School of Instructor Education
- UT Economics
- UT Science
- Visually Impaired