

## **PROPOSAL TITLE Developing Online Counseling Materials Using OER**

### **ABSTRACT:**

**Once you have finished answering the questions within the following application, please provide an abstract below summarizing the description of your sabbatical leave proposal** in a paragraph of between 100-150 words. This abstract will become part of the Board Docket. Please include the following information as part of the abstract:

- **Need for the Professional Growth** - describe the purpose of the sabbatical leave.
- **Sabbatical Leave Activities** - describe what you plan to do.
- **Anticipated Outcomes** - describe the primary outcome; instructor and classroom teaching outcomes; professional/faculty relationship outcome; student outcomes.
- **Means of Measurement** - describe what evidence you will submit to demonstrate achievement of your outcomes.
- **Expected benefit to the students, department, college, district, and/or community**

**The purpose of my sabbatical leave is to develop, write and edit the course materials for a Transfer Success class. Also, I intend to design a brand new online course.**

**The primary outcome is to create a secondary option to the face to face Counseling 150 Transfer Success class I created in 2015. This will give more access to high school students, new college students and students in special programs.**

**I will research and create a brand new online course on Canvas that will be offered as an Open Educational Resource (OER) class. This will allow all students to have free access to the textbook on Canvas. I will update the current content of the face to face textbook to make it more relevant to the needs of our student population.**

## **PROPOSAL:**

**As you prepare this proposal, it is also strongly recommended that you consult with the Department Chair/Coordinator and Dean prior to submittal to address any issues or to provide additional information or clarification regarding the proposal.**

Please answer each question carefully and completely (do not say "please see above") in order to provide the Sabbatical Leave Committee with as much information as possible for their review and scoring. Provide background information and/or references to supporting documentation where appropriate.

### **Need for Sabbatical**

1. How does your proposed activity meet the need for professional and personal growth?

By completing extensive training on Canvas and by researching more transfer options for students, this would help me continue growth personally and professionally. My Canvas training would be a foundational skill that would allow me to grow as an instructor. Furthermore, the additional research on transfer options would help me to be a better Counselor and Transfer Center Coordinator.

2. How does your proposed activity benefit (please address at least three of the following):  
a. the students?

Nowadays, the transfer process is a complicated, confusing and inequitable process for most students. Students will have access to current transfer information in an online format which will make it equitable to returning students with families, those who work during the day and Veteran students. The textbook used in face to face classes will be transformed into Canvas with new information and materials. This will allow students to enroll in the course and not buy a text book. Students in the Pathways Academy program are required to complete the Counseling 150 course. It will help them learn about their transfer options without paying for the textbook.

b. the institution?

Currently Cuyamaca College has many initiatives such as the Title V Hispanic Serving Institution Grant, STEM grant, and Strong Workforce grant. Creating an online Transfer Success course will help students in these initiatives have access to accurate and up-to-date transfer information as an Open Educational Resource (OER). In the past few years Associate Degrees for Transfer and University Studies ranked among top three degrees that Cuyamaca students received along with Associate Degrees for Business Administration. Lastly, my training in Canvas will enable me to mentor and/or train colleagues in the counseling discipline.

c. the community?

This class will also be available for the Grossmont Union High School district and will improve student and parent understanding of the transfer process which will assist with preparation for college. This could be used as one of the courses in the Higher Edge Promise and/or be used in the partnership with the East County Educational Alliance. The number of high school students attending college is gradually increasing. According to Cuyamaca College Admissions and Records in current year around 1,698 high school students have either attended or are currently attending Cuyamaca College.

d. the discipline/contribution to scholarship

The online course that will be offered with the OER will be a great asset to the Counseling department and division. This course is designed to help students be successful by learning about transfer and general degrees, completing their educational goals efficiently, increasing their GPA, applying and obtaining more chances of being accepted to multiple universities, and applying for various scholarships and much more. This course is taught by counseling faculty who can expand their knowledge about transfer just by teaching this course. Also, counseling offers only one online course. This will help expand and make our discipline more versatile.

3. Describe the relevancy of your activity to your current/new assignment and the improvement of student learning.

I am a Transfer Center Coordinator/Counselor. My focus is student equity and success. My online course will expand the resources to those who have limited access to the campus. This course will potentially help all students find out if they want to transfer or not. If they wish to transfer. This course will help them reach their transfer goals and be successful. If they do not wish to transfer this course will direct them into our outstanding degrees and certificate programs that will help them move closer to their career goals.

### **Description of Overall Activity**

4. Please provide a brief description and purpose of the proposed sabbatical leave activity.

After working with students for over 10 years, and seeing how transfer trends have significantly become convoluted and complicated, I realized that students only get answers to the questions that they ask during Counseling sessions. However, there are many more answers that are available, with such little time to cover during a single counseling meeting. This inspired me to create a Counseling Transfer Success UC/CSU transferrable and degree applicable course in fall 2015. I worked with a publisher to create materials for the face-to-face class. However, the cost of the material was higher than I expected. When I realized that the percentage of online courses at our college has been increasing in the last decade, and there was a need for distance learning, I decided to create an online class and imbed the material into the course so that students can access it for free as soon as they register for the class via Canvas. This inspired me to apply for a sabbatical leave to invest time and create a much needed online version of the Counseling 150 course.

5. Please provide a clearly defined set of objectives and the course of action to achieve those objectives that are consistent with the purpose and nature of the proposed leave.

Objective 1: Complete extensive training in Canvas.

Course of Action: Have meetings with Canvas leads to learn about creating a brand new course in canvas that includes visual aids, ADA compliance and accessibility to students with disabilities.

Objective 2: Document the most up-to-date transfer information from over 350 webpages.

Course of Action: Compile the pages into groups, i.e. information for private colleges, public universities, etc.

Objective 3: I will add additional information to the online course that is not part of the face-to-face course.

Course of Action:

- a. Transfer for Athletes, including scholarship information;
- b. Bachelor degrees at community college campuses in our Region X;
- c. Equity and transfer

Objective 4: I will research and request feedback from colleagues at other community colleges in the transfer field.

Course of Action: There are Transfer Center Coordinators in our region that have been in this position for over 20 years; they work closely with very reputable universities and have established the connections with them. I will reach out to them and to their contacts to learn more about the transfer process to the Ivy League schools and much more.

6. Please address the feasibility of the activity by discussing:
  - a. a proposed timeline that is appropriate to the activity, and
    - The extensive training of Canvas and gathering the transfer information from over 350 websites January-February of 2019
    - Segregating the gathered information, creating additional information and soliciting information from colleagues from other college campuses: March-April 2019
    - Creating a brand new course in Canvas: May-June 2019.
  - b. the availability of appropriate resources

I will need to use my office computer and my laptop at home. Arrange meetings with Rhonda Bauerlein, Instructional Design Technology Specialist and Canvas Specialist, and Jodi Reed, CIS Faculty who works closely with Distance Education Plan at Cuyamaca College, and set up meetings with transfer center coordinators from local community colleges in our region.

### **Outcomes**

7. Clearly describe the expected outcomes of your activity.

I expect to have the online version of Counseling 150 offered in the fall of 2019 when more students will benefit and learn about the transfer process and how to be successful in college.

8. What evidence will you submit to demonstrate achievement of your outcomes?

The Canvas course will be the evidence that I will submit to demonstrate the outcome of my project.