



COA SABBATICAL LEAVE APPLICATION

Name Jane McKenna

Department Library Dean/Immediate Supervisor IngerStark

Years of Regular Service at PCCD: 9

Term of Requested Sabbatical Leave: 100% Salary Spring 2014 x 100% Salary Fall 2014 _____

Have you taken Sabbatical Leave before? (Y/N) N

If yes, when and list activities: _____

Type of Leave *(please check one or more)*

Study Research Creative work Field observations Travel

Additional training for improving skills and for maintaining currency in the field

other pursuits of value to the individual and the College (give details):

Required Attachments:

A typed Sabbatical Leave Proposal. Within the context of the proposal, include a description of your plan for sabbatical leave and a description of how these activities will provide for individual renewal, learning, and/or experience which will enhance your ability to contribute to the College of Alameda.

If granted Sabbatical Leave, I agree to abide by the terms of PCCD’s Sabbatical Leave Policy, and within three (3) months following completion of the sabbatical leave, submit to the COA Staff Development Committee/Chancellor a report summarizing the benefits and/or achievements resulting from the sabbatical leave.

Applicant’s Signature

Date

Name: _____Jane McKenna_____ Sabbatical Leave Term ___Spring 2014_____

SABBATICAL LEAVE PROPOSAL

In this space, and on additional pages if necessary, describe the academic activity you intend to undertake during the sabbatical leave for which you are applying. This proposal should indicate what you intend to accomplish during your sabbatical leave and how this will contribute to your role at College of Alameda.

STEP ONE:

A. A Clear Statement of Purpose:

I will spend my sabbatical studying best practices in online learning by completing 9 units of graduate level courses within the CSU-East Bay Certificate Program in Online Teaching and Learning. I have already applied for enrollment at CSUEB and so will be fully able to enroll in these courses should the sabbatical be approved.

Currently, I am the primary instructor for the online course, LIS85 – Introduction to Information Sources, offered by the COA Library Department. I have taught the LIS85 course in an online format every semester (including summer) for the past 6 years.

Taking these proposed courses through the Online Teaching and Learning Program at CSUEB will allow me to study best practices for online instruction and learn about innovations occurring in online instruction. Examples of courses that I plan to take include:

- *EDUI 7801 Introduction to Online Teaching and Learning (4.5 units)* - Design and delivery of online coursework with consideration of principles of teaching and learning, the virtual classroom, synchronous vs. asynchronous teaching and learning, copyright and fair use, accessibility, appropriate learning strategies in onground and online classes, potential for interactivity, and contrast between the principles and practices of onground and online teaching and learning.
- *EDUI 7802 Teaching Models for Online Instruction (4.5 units)* - Teaching models and their relationship to curriculum development, to student learning, to assessment, and to learning psychology. Special attention to the application of models of teaching to online instruction, different learning styles, various teaching and learning situations, needs of learners with accessibility issues, and limitations of current technologies.

- *EDUI 7803 Technology Tools for Online Instruction (4.5 units)* – Design and construction of online environments for teaching and learning. Attention to platform, browser, system differences and limitations as well as to synchronous, asynchronous, and web-based delivery systems. Differences among online delivery providers, emphasis on maximum accessibility.

I am in a position to apply this training to multiple areas of the campus and Library instruction programs including:

- Rewriting existing Library course curriculum to take advantage of best practices in online instruction.
- Developing new online materials for the Library website.
- Developing effective online teaching practices for my online course, LIS85 – Introduction to Information Sources.
- In my role as Website Committee Chair, assist faculty (in all areas, not just the Library) with incorporating best practices for online instruction when constructing their webpages.
- In my role as member of the Technology Committee, provide additional information and support when discussing technology issues as they relate to the classroom.

B. Evidence of Institutional Support:

(This section seeks to answer the question: what support mechanisms need to be in place for this sabbatical to be successful? For example, if the purpose of the sabbatical is to develop new curriculum for a department or discipline, there should be evidence of preparation and institutional support within the division and/or department. If the sabbatical is to learn new skills and/or knowledge, there should be evidence of acceptance into the training program or evidence of having met the preliminary qualifications, i.e., taking the GRE exam if the person is going to graduate school, or letters of acceptance from the appropriate agencies or individual):

The online library course, LIS85 – Introduction to Information Sources, is supported by the institution and department and is regarded as a valuable course for improving student's success at the college. The library has offered this course in the online format for the last 6 years (including summers) with high enrollment. I developed this course and am the instructor for this online course since its inception 6 years ago. The library has stated in both its latest unit plan and program review of its intention to continue offering this course in online format. The course supports several institutional learning outcomes and this is documented via assessment results within the Library Department's Taskstream submissions. In terms of evidence that I have been accepted to the program at CSUEB, I have met the requirements and been accepted

into the Open University at CSUEB. I plan to enroll in courses that will be available in Winter 2014 (enrollment begins Jan. 14, 2014). The Winter 2014 schedule is not yet available so I cannot state the exact courses. Based on the program's website, the following courses are examples of courses that would be appropriate to my planned course of study in online teaching (see section A for course descriptions):

EDUI 7801 Introduction to Online Teaching and Learning (4.5 units)

EDUI 7802 Teaching Models for Online Instruction (4.5 units)

EDUI 7803 Technology Tools for Online Instruction (4.5 units)

B. The purpose must be achievable:

I have applied and been accepted as a student at CSUEB (through the Open University application process) and so enrollment in the 9 units of graduate level courses within the CSU-East Bay Certificate Program in Online Teaching and Learning is achievable. I am proposing to complete two courses within the Online Teaching Program at CSUEB but cannot specify the exact courses since the Winter schedule is not yet published. I plan to enroll in courses offered for the Winter 2014 session (begins in Jan. 2014) and so the courses will be completed before the Spring 2014 semester ends. Examples of potential courses that may be enrolled in are listed above in section A.

C. There should be clear, identifiable project or result and a method by which to measure completion

Methods by which to measure completion:

- Provide transcripts, course syllabi, and other appropriate course materials from CSU-East Bay Online Teaching courses completed.
- Submit projects completed during course work taken at CSU East Bay Online Teaching courses.
- Examples of LIS85 course materials and Library webpages re-designed to incorporate best practices introduced in the CSUEB Online Teaching courses.

STEP TWO:

A. The plan of work relates significantly to the applicant's professional assignment

The completion of courses in online pedagogy and tools relates to my assignment as follows:

- For over 6 years, I have been responsible for designing, developing and teaching an online course, LIS85 for the COA Library Department. As per program review and

unity plan documents, the Library is committed to offering this course on-going, every semester in the online format. The need to stay abreast of current trends in online education is critical to insuring the success of students in this course.

- As Access Services Librarian, I am responsible for developing instructional materials for the Library's website.
- As Website Committee Chair, I assist faculty with organizing information on their websites. Knowledge of best practices in online instruction would be helpful in advising faculty on web design and use of technology in their curriculum.
- As a member of the Technology Committee, information gained through the CSUEB Online Teaching Program would improve my ability to make educated recommendations regarding technology decisions for the campus.

B. The plan of work will greatly enhance the applicant's background and improve professional competence

Improving my skills in online instruction benefit my ability to instruct students in my online library course, LIS85, and assist other faculty in my role as Website Committee Chair and as member of the Technology Committee. I currently have an MLS in Library Science as well as professional experience as an academic librarian. Since becoming employed at College of Alameda, there have been significant changes in technology used in online instruction. As a full time instructor in the Library I have maintained library industry contacts and tried to stay current in new technology, but would greatly benefit from the ability to focus specifically on online instruction pedagogy and tools. In addition, I have been responsible for developing and updating curriculum and SLO's for the Library program including those related to online instruction. My position as Access Services Librarian would also benefit from these skills since my responsibilities include developing online resources and materials for the Library's website.

C. The plan of work will greatly benefit students

The Library has a multi-faceted instruction program that includes academic classes that transfer to universities, basic skills courses, reference, and orientations. Library instruction is constantly evolving with new software, hardware, and technology. For example, as a result of this constant need for innovation the Library has begun offering online reference services. This sabbatical will provide me with the skills necessary to help our program develop new and innovative library related resources in support of transfer and basic skills courses that utilizes changing interactive media technologies and practices.

In addition the CSU-East Bay Certificate Program in Online Teaching and Learning will provide the pedagogical methods and skills necessary to improve our online delivery of instruction in the Library. The Library has offered an online course, LIS85, for the past 6 years, but these courses have not been as successful in retaining students as traditional in-class methods. This is a well know issue with online instruction throughout the community college system and the solution is not clearly evident. Through my studies at CSUEB, I hope to learn new strategies that can be applied to our online courses that will improve success and retention rates for our online courses.

D. The plan of work will greatly benefit colleagues and/or department

Improving my skills in online instruction will benefit my colleagues and/or department because I will apply those skills to:

- Creating innovative curriculum and materials for the Library's webpage.
- Re-designing the Library's online course, LIS85 to include best practices learned in the CSU courses.
- Developing innovative new ways of assessing online courses for SLOs.
- Providing educated assistance to other faculty building their webpages (via my role as Website Committee Chair)
- Providing useful input to the College Technology Committee in regards to online instruction related topics/decisions.

E. The plan of work will greatly benefit the college

Through my studies at CSUEB, I hope to learn new strategies that can be applied to our online courses that will improve success and retention rates for our online courses. In addition, as Website Committee Chair I will be more qualified to assist faculty with building webpages based on best practices in online pedagogy. As a member of the Technology Committee, I will be better informed and able to make educated decisions regarding online instruction related issues.

F. The plan of work shows evidence of innovation and creative approaches to the issue and concerns addressed

The skills learned in the courses will allow me to develop innovative and creative curriculum using new innovative approaches and online tools.

G. The plan of work is thorough and complete and definitely worth funding

As I have presented in sections A through F, there is a clear plan and it is achievable. The outcome benefits the college, all departments (not just the Library), faculty, several committees, and most importantly, the students.