

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of December 12, 2013**

**ITEM TITLE:** *Sabbatical approval, College of Alameda*

**SPECIFIC BOARD ACTION REQUESTED:**

Approval of Sabbatical for Jane McKenna

**ITEM SUMMARY: 1 SEMESTER (SPRING 2014) LEAVE**

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

According to the PFT Contract Colleges are not required to spend more than 33% of total PD budget on Sabbatical replacement cost. The District will cover the remaining cost.

COA: \$8,000

The PFT contract page 62 lines 32-37 states that 1/3 of hourly replacement costs of approved sabbatical leave comes out of the Professional Development budget. However, if the faculty member's classes are not offered during the sabbatical leave then there is **not** a replacement cost.

**BACKGROUND/ANALYSIS:**

PLEASE SEE ATTACHED APPLICATION FROM APPLICANT

**DELIVERABLES AND SCOPE OF WORK:**

The Instructor will spend the sabbatical leave 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.

Currently, she is the primary instructor for the online course, LIS85 – Introduction to Information Sources, offered by the COA Library Department. She has 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 enable the Instructor to study best practices for online instruction and learn about innovations occurring in online instruction.

Examples of courses at CSU- East Bay 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.

This training will be applied 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.
- As Website Committee Chair, assisting faculty (in all areas, not just the Library) by incorporating best practices for online instruction when constructing their webpages.
- As a member of the Technology Committee, providing additional information and support when discussing technology issues as they relate to the classroom.

**ANTICIPATED COMPLETION DATE: SPRING 2014**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

Provide transcripts, course syllabi, and other appropriate course materials from CSU-East Bay Online Teaching courses completed by May 2014.

- Submit projects completed during course work taken at CSU East Bay Online Teaching courses by May 2014.
- Examples of LIS85 course materials and Library webpages re-designed to incorporate best practices introduced in the CSUEB Online Teaching courses by May 2014.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO       X      

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR OF EDUCATIONAL SERVICES)**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Tamika M. Brown, District Staff Development Officer  
[Enter Here - Your Name and Title of Individual]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Eric Gravenberg, COA  
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

If Finance review is required, determination is:       Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_  
\_\_\_\_\_

Signature: Ron Gerhard  
Ron Gerhard, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required for bond funds       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: Thuy Thi Nguyen  
Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: José M. Ortiz  
Dr. José M. Ortiz, Chancellor