MEMORANDUM

DATE: October 6, 2014

To: Budget and Long Range Planning Committee

From: Bill Ward

Interim Dean, Instructional Information Technology Services/CIO

Subject: IITS Comments for the Professional Certificate in Accounting

Thank you for the opportunity to provide additional comments for the program proposal for the Professional Certificate in Accounting. As this description is written, this program states that there are no additional on-campus support requests from IITS. The P-Form does not request the use of any other shared technology resources.

To effectively support any proposal that includes new courses and new faculty we have the following guidelines.

* It has been our experience that new courses with typical technology resources take 3 to 5 hours of instructional developer support and more technology-intensive courses (especially fully online courses) may take 20 hours or more of support.
* Any new course must comply with the CSU Accessibility Technology Initiative (ATI) guidelines for instructional materials: “New courses and new course content, including instructional materials and instructional websites, will be designed and authored in a manner that incorporates accessibility.” An instructional developer will meet with the faculty member designing the new course to review specific accessibility guidelines and ensure that the course content is in compliance with the ATI. Typical issues include captioning multimedia, adding image tags to PowerPoint, using styles in Word, and naming links appropriately in the LMS or website. Analyzing the instructional materials and training how to make these items accessible could take a minimum of 3 hours of instructional development time.
* New faculty members are usually not familiar with our Learning Management System (LMS) or the multimedia options we offer. Therefore, they are highly encourage to attend workshops or request an orientation by contacting ids@csusm.edu to become familiar with all of the options that Academic Technology Services has available to support their teaching. This training can range from 1 hour to 20 plus hours depending on the interactive content, media integration and whether the course is flipped, hybrid, or fully online.
* It is understood that these courses are live lecture based but if in the future online courses are planned it should be noted that they are labor-intensive to develop. The Instructional Developer team provides one-on-one and professional development opportunities to prepare faculty to develop quality online courses. It is suggested that faculty teaching online meet with the IDS team one semester in advance of teaching the course.
* Multimedia resources including video studios, Mediasite studio, and videoconferencing rooms are supported Monday through Friday, 8 am to 5 pm. Funds need to be identified for additional support for programs with support needs outside of this schedule.