

Executive Summary

Blueprint for Academic Excellence

Distributed Learning

AY2020-2021

Highlights

The Office of Distributed Learning (ODL) exists to support the University of South Carolina's mission to grow distributed learning courses and programs to be comparable to or exceed peer and peer aspirant institutions. The University continues to experience distributed learning growth and the ODL works collaboratively with academic and other support units to further the growth and support both faculty and students.

Mission Statement

The Office of Distributed Learning (ODL) is a service unit committed to academic excellence whose mission is to increase the number of distributed learning courses and programs. This mission is accomplished through effective marketing, outreach and collaboration with university academic and other faculty support units, and by providing faculty and student support services integrating current and emerging technologies.

Updated: 03/08/2019

Vision Statement

ODL's vision is for UofSC to be a leader in distributed learning by offering a variety of high quality online courses and programs.

Updated: 03/08/2019

Values Statement

Updated: 02/13/2019

Table Of Contents

Executive Summary	1
Highlights	1
Mission Statement	1
Vision Statement	1
Values Statement	1
Goals - Looking Back	3
Goals - Real Time	9
Goals - Looking Ahead	15
Programs or Initiatives	19
Effective Programs or Initiatives	19
Program Launches	19
Program Rankings	19
Supplemental Info - Programs or Initiatives	19
Initiatives and Fees	20
initiatives	20
Fees	20
Community Engagement	21
Community Perceptions	21
Collaborations	22
Internal Collaborations	22
External Collaborations	22
Supplemental Info - Collaborations	22
Campus Climate and Inclusion	23
Campus Climate and Inclusion	23
Concluding Remarks	24
Weaknesses and Plans for Improvement	24
Key Issues	24
Quantitative Outcomes	24
Cool Stuff	24
Appendix 1. Programs or Initiatives	25
Appendix 3. Collaborations	43

Goals - Looking Back

Goals for the previous Academic Year.

Goal 1 - Increase Distributed Learning Courses and Programs

Goal Statement	Increase the number of distributed learning courses and programs.
Linkage to University Goal	<ul style="list-style-type: none">• Educating the Thinkers and Leaders of Tomorrow• Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission is to increase the number of distributed learning courses and programs offered at UofSC.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Assist academic units with distributed learning (DL) course/program planning.• Promote DL courses/programs through website, social media, and other activities.• Continue to investigate initiatives to motivate faculty and academic units to develop and offer more DL courses and programs.• Continue to collaborate with faculty and academic units to develop and offer more DL courses and programs.

Achievements

Goals - Looking Back

Goal 2 - Provide Faculty and Student Support Services

Goal Statement Provide faculty and student support services integrating current and emerging technologies

Linkage to University Goal

- Educating the Thinkers and Leaders of Tomorrow
- Building Inclusive and Inspiring Communities
- Ensuring Institutional Strength, Longevity, and Excellence

Alignment with Mission, Vision, and Values ODL's mission to increase the number of distributed learning courses and programs is accomplished by providing faculty support services integrating current and emerging technologies.

Status Progressing as expected (multi-year goal)

Action Plan

- Provide test proctoring services for DL courses and programs at approved on- and off-campus sites and online
- Provide course production studios and assist faculty with developing, recording and editing DL course materials
- Provide resources website listing university support services faculty teaching and students enrolled in DL courses/programs
- Provide transcription and closed caption services
- Provide student assistance
- Participate in technology-based communities of practice

Achievements

Goals - Looking Back

Goal 3 - Market Distributed Learning Courses and Programs

Goal Statement	Promote distributed learning courses and programs through effective marketing.
Linkage to University Goal	<ul style="list-style-type: none"> • Educating the Thinkers and Leaders of Tomorrow • Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners • Building Inclusive and Inspiring Communities • Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission is to increase the number of distributed learning courses and programs offered at UofSC. This mission is accomplished through effective marketing.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none"> • Utilize social media marketing to increase awareness of DL courses and programs to reach larger and more diverse populations of students. • Collaborate with university marketing efforts to increase enrollment in DL courses and programs. • Establish a physical presence at on-campus student focused events (e.g., orientation, recruitment, tours) to promote DL courses and programs. • Utilize student media resources to promote DL courses and programs.
Achievements	<ul style="list-style-type: none"> • Promoted DL courses/programs through ODL's easy to search website. Recent data shows this site gets more than 2,000 visits per month. • Launched social media marketing efforts through Facebook, Twitter, and LinkedIn to increase awareness of DL courses/programs and to reach larger and more diverse populations of students. • Initiated discussions and took advantage of opportunities to promote the services ODL offers faculty in order to encourage faculty to offer more online courses. For example, ODL marketed its services at New Faculty Orientation.
Resources Utilized	<ul style="list-style-type: none"> • Office of Distributed Learning Budget • Office of Distributed Learning Database fed by Banner • Office of Distributed Learning Social Media Accounts: Facebook, LinkedIn, Twitter and Instagram • Office of Distributed Learning Staff - additional marketing staff • Website (OU Campus)
Goal Continuation	ODL began working with University's Communications staff to develop a new webpage: online.sc.edu . This webpage will be comparable to those of our peer and peer aspirant institutions and will be a central location for information about online courses

Goals - Looking Back

	and programs. ODL is also working on a project so that the search for courses webpage information is pulled directly from Banner instead of ODL's internal database. Both the College of Education and the College of Nursing have implemented additional efforts to market their online programs and ODL is assisting them with these efforts.
Goal Upcoming Plans	ODL is investigating hiring marketing staff to assist colleges with promoting online degree programs.
Resources Needed	<ul style="list-style-type: none">• Office of Distributed Learning Budget• Office of Distributed Learning Database fed by Banner• Office of Distributed Learning Social Media Accounts: Facebook, LinkedIn, Twitter and Instagram• Office of Distributed Learning Staff - additional marketing staff• Website (OU Campus)
Goal Notes	Progress Ongoing

Goals - Looking Back

Goal 4 - Continue Outreach and Collaboration

Goal Statement	Continue outreach and collaboration with other university academic faculty support units.
Linkage to University Goal	<ul style="list-style-type: none"> • Spurring Knowledge and Creation • Building Inclusive and Inspiring Communities • Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission to increase the number of distributed learning courses and programs is accomplished through outreach and collaboration with other university academic faculty support units.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none"> • Participate in DL Working Group meetings • Attend professional development events and seminars • Provide professional development seminars and resources • Maintain relationships/collaborations with other entities that support distributed learning (e.g., Center for Teaching Excellence, Division of Information Technology and its Media Services and eLearning Services units, Student Disability Resource Center, On Your Time Initiatives, University Libraries, etc.)
Achievements	<ul style="list-style-type: none"> • Collaborated with academic units offering and other service units supporting DL courses and programs. • Initiated DL Working Group meetings in which the staff from various academic faculty support units learn more about each unit and share innovative ideas to better leverage existing resources. • Participated in the committee planning the roll-out of the Blackboard Alternative Formats functionality. • Coordinated with the Health Center to create a process for the automatic removal of the health fee for students in 100% online programs. • Worked closely with the Office of Academic programs; ODL staff serve as approvers in the course approval processes for adding DL delivery to existing courses, developing new DL courses, or creating special topics courses.
Resources Utilized	<ul style="list-style-type: none"> • Office of Distributed Learning Staff • University Academic Faculty Support Units (e.g., Office of Academic Programs, Office of the Registrar, the Division of Information Technology and its Media Services and eLearning Services units, the Center for Teaching Excellence, On Your Time Initiatives, etc.) • ODL Websites (OU Campus)
Goal Continuation	ODL staff will continue to work closely with the Office of Academic Programs, Office of the Registrar, the Division of

Goals - Looking Back

	Information Technology and its Media Services and eLearning Services units), the Center for Teaching Excellence, and On Your Time Initiatives to support DL courses and programs.
Goal Upcoming Plans	ODL will continue to investigate additional ways to collaborate with our university partners.
Resources Needed	<ul style="list-style-type: none">• Office of Distributed Learning Staff• University Academic Faculty Support Units (e.g., Office of Academic Programs, Office of the Registrar, the Division of Information Technology and its Media Services and eLearning Services units, the Center for Teaching Excellence, On Your Time Initiatives, etc.)• ODL Websites (OU Campus)
Goal Notes	Progress Ongoing

Goals - Real Time

Goals for the current Academic Year.

Goal 1 - Increase Distributed Learning Courses and Programs

Goal Statement	Increase the number of distributed learning courses and programs.
Linkage to University Goal	<ul style="list-style-type: none">• Educating the Thinkers and Leaders of Tomorrow• Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission is to increase the number of distributed learning courses and programs offered at UofSC.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Assist academic units with distributed learning (DL) course and program planning and development and provide faculty support services (course production, test proctoring, etc.)• Promote DL courses/programs through website, social media, and other activities.• Continue to encourage and collaborate with faculty and academic units to develop and offer more distributed learning courses and programs.
Achievements	

Goals - Real Time

Goal 2 - Provide Faculty and Student Support Services

Goal Statement	Provide faculty and student support services integrating current and emerging technologies
Linkage to University Goal	<ul style="list-style-type: none">• Educating the Thinkers and Leaders of Tomorrow• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission to increase the number of distributed learning courses and programs is accomplished by providing faculty support services integrating current and emerging technologies.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Provide test proctoring services for DL courses (on- and off-campus sites and online)• Provide course production studios and transcription/closed captioning services• Continue to update ODL websites to provide accurate and timely information about DL courses/programs and ODL's services.• Assist faculty in incorporating innovative technologies into their online courses• Stay abreast of best practices and emerging technologies.• Provide student assistance

Achievements

Goals - Real Time

Goal 3 - Market Distributed Learning Courses and Programs

Goal Statement	Promote distributed learning courses and programs through effective marketing.
Linkage to University Goal	<ul style="list-style-type: none">• Educating the Thinkers and Leaders of Tomorrow• Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission is to increase the number of distributed learning courses and programs offered at UofSC. This mission is accomplished through effective marketing.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Utilize social media marketing to increase awareness of distributed learning courses and programs to reach larger and more diverse populations of students.• Collaborate with university marketing efforts to increase enrollment in DL courses and programs.• Establish a physical presence at on-campus student focused events (e.g., orientation, recruitment, tours) to promote DL courses and programs.• Utilize social media resources to promote DL courses and programs.
Achievements	<ul style="list-style-type: none">• Promoted DL courses and programs through ODL's easy to search website. Completed project to pull course information directly from Banner. ODL's webpages had 65,297 unique visitors in AY 2018-19.• Collaborated with the University's Communications staff to develop online.sc.edu; webpage is comparable to peer/peer aspirant institutions and a central location for online course/program information.• Continued social media marketing efforts to increase awareness of DL courses/programs. At the end of AY 2018-19, Twitter followers had increased from 914 to 1,436 (57%) and impressions increased from 23,500 to 94,300 (301%).• Promoted services offered to faculty (e.g., at New Faculty Orientation and presentations at CTE (8), Ed Tech showcase, and Oktoberbest).• Assisted College of Education and College of Nursing with efforts to market their online programs.• Disseminated first ODL newsletter in October 2019 to convey pertinent information to faculty teaching DL courses.
Resources Utilized	<ul style="list-style-type: none">• Office of Distributed Learning Staff• Office of Distributed Learning Budget• Office of Distributed Learning Database fed by Banner

Goals - Real Time

- Office of Distributed Learning Social Media Accounts: Facebook, LinkedIn, Twitter and Instagram
- ODL Websites (OU Campus)
- Online.sc.edu website
- ODL production studios and continuous upgrades to those studios: software, hardware, and technology
- Banner

Goal Continuation

Goals - Real Time

Goal 4 - Continue Outreach and Collaboration

Goal Statement	Continue outreach and collaboration with other university academic faculty support units.
Linkage to University Goal	<ul style="list-style-type: none">• Spurring Knowledge and Creation• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission to increase the number of distributed learning courses and programs is accomplished through outreach and collaboration with other university academic faculty support units.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Maintain relationships/collaborations with other entities that support distributed learning (e.g., CTE, Student Disability Resource Center, Division of Information Technology (DoIT) and its Media Services and eLearning Services units, OYT, University Libraries, etc.)• Maintain relationships and collaborate with academic units offering or planning to offer DL courses/programs.• Participate in DL Working Group meetings• Attend professional development events and seminars• Provide professional development workshops, seminars and resources
Achievements	<ul style="list-style-type: none">• Collaborated with academic units offering DL courses/programs• Engaged in DL Working Group meetings to share ideas to improve and increase DL courses/programs• Worked with OYT and CTE to hold academic innovation brainstorming sessions; developed a final report for campus leaders.• Collaborated with DoIT's eLearning Services to implement LTI integration for ProctorU and visited comprehensive universities to promote use of ProctorU.• Co-presented with CTE staff at four state/national conferences.• Worked with OYT to create faculty introduction videos to promote Winter session online courses.• Sponsored the Ed Tech Showcase• Taught at CTE's Virtual Enrollments Bootcamp in May 2019 and delivered 8 workshops on a variety of subjects throughout the year.• Collaborated with Palmetto College to host a presentation by EAB on marketing online courses/programs.• Worked closely with Office of Academic programs; Staff serve as approvers in the approval processes for DL courses.
Resources Utilized	<ul style="list-style-type: none">• Office of Distributed Learning Staff• University Academic Faculty Support Units (e.g., Office of

Goals - Real Time

Academic Programs, Office of the Registrar, the Division of Information Technology (including its Media Services and eLearning units) the Center for Teaching Excellence, On Your Time Initiatives, etc.)

- ODL Websites (OU Campus)
- Online.sc.edu website
- ODL production studios

Goal Continuation

Goals - Looking Ahead

Goals for the next Academic Year.

Goal 1 - Increase Distributed Learning Courses and Programs

Goal Statement	Increase the number of distributed learning courses and programs.
Linkage to University Goal	<ul style="list-style-type: none">• Educating the Thinkers and Leaders of Tomorrow• Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission is to increase the number of distributed learning courses and programs offered at UofSC.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Assist academic units with DL course/program planning.• Continue to collaborate with faculty and academic units to develop and offer more distributed learning courses and programs.• Promote DL courses/programs through website, social media, and other activities.• Continue to investigate the development of incentive programs to encourage faculty and academic units to develop and offer more distributed learning courses and programs.• Increase ODL staff and faculty knowledge of technologies and tools used to offer DL courses.
Achievements	Progress Ongoing
Resources Utilized	<ul style="list-style-type: none">• Office of Distributed Learning Budget• Office of Distributed Learning Course Production Studios and continuous upgrades to those studios: software, hardware, and technology• Office of Distributed Learning Database fed by Banner• Office of Distributed Learning Social Media Accounts: Facebook, LinkedIn, Twitter and Instagram• Office of Distributed Learning Staff• Self Service Carolina• ODL Websites (OU Campus)• Office of Institutional Research, Assessment and Analytics• Banner• Data Warehouse
Goal Continuation	

Goals - Looking Ahead

Goal 2 - Provide Faculty and Student Support Services

Goal Statement	Provide faculty and student support services integrating current and emerging technologies.
Linkage to University Goal	<ul style="list-style-type: none">• Educating the Thinkers and Leaders of Tomorrow• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission to increase the number of distributed learning courses and programs is accomplished by providing faculty support services integrating current and emerging technologies.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Provide test proctoring services for DL courses at approved campus sites and online• Provide course production studios and transcription/ closed captioning• Continue to update ODL websites, to provide accurate and timely information about DL courses/programs• Assist faculty in incorporating innovative technologies into their courses• Assist students enrolled in or planning to enroll in DL courses/programs• Stay abreast of best practices and emerging technologies
Achievements	Progress Ongoing
Resources Utilized	<ul style="list-style-type: none">• Office of Distributed Learning Staff• Office of Distributed Learning Course Production Studios and continuous upgrades to those studios: software, hardware, and technology• Office of Distributed Learning Courses Database• Office of Distributed Learning Testing Facility• ProctorU Services• Transcription / Closed Captioning Software and Services• Graduate Assistant for Test Proctoring• Graduate Assistant for Transcriptions• Additional staff for course and media production• Division of Information Technology Staff (including Media Services and eLearning Services)
Goal Continuation	

Goals - Looking Ahead

Goal 3 - Market Distributed Learning Courses and Programs

Goal Statement	Promote distributed learning courses and programs through effective marketing.
Linkage to University Goal	<ul style="list-style-type: none">• Educating the Thinkers and Leaders of Tomorrow• Assembling a World-Class Faculty of Scholars, Teachers, and Practitioners• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission is to increase the number of distributed learning courses and programs offered at UofSC. This mission is accomplished through effective marketing.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Continue to update ODL websites, including faculty support services, the course search page, online programs list, and list of approved DL courses to provide accurate information.• Utilize social media resources to increase awareness of and promote DL courses/programs.• Collaborate with university marketing efforts to increase enrollment in DL courses/programs.• Establish a physical presence at on-campus student focused events (e.g., orientation, recruitment, tours) to promote DL courses and programs.
Achievements	Progress Ongoing
Resources Utilized	<ul style="list-style-type: none">• Office of Distributed Learning Staff• ODL Websites (OU Campus)• Office of Distributed Learning Social Media Accounts: Facebook, LinkedIn, Twitter and Instagram• Office of Distributed Learning Budget• Office of Distributed Learning Database fed by Banner• Online.sc.edu website• ODL production studios and continuous upgrades to those studios: software, hardware, and technology• Banner
Goal Continuation	

Goals - Looking Ahead

Goal 4 - Continue Outreach and Collaboration

Goal Statement	Continue outreach and collaboration with other university academic faculty support units.
Linkage to University Goal	<ul style="list-style-type: none">• Spurring Knowledge and Creation• Building Inclusive and Inspiring Communities• Ensuring Institutional Strength, Longevity, and Excellence
Alignment with Mission, Vision, and Values	ODL's mission to increase the number of distributed learning courses and programs is accomplished through outreach and collaboration with other university academic faculty support units.
Status	Progressing as expected (multi-year goal)
Action Plan	<ul style="list-style-type: none">• Maintain relationships/collaborations with other support units (e.g., CTE, Student Disability Resource Center, Division of Information Technology (DoIT) and its Media Services and eLearning Services units, OYT, University Libraries, etc.)• Maintain relationships / collaborate with academic units offering or planning to offer DL courses/programs• Participate in DL Working Group meetings• Attend professional development events and seminars• Provide workshops, seminars and resources
Achievements	Progress Ongoing
Resources Utilized	<ul style="list-style-type: none">• Office of Distributed Learning Staff• University Academic Faculty Support Units (e.g., Office of Academic Programs, Office of the Registrar, the Division of Information Technology (including its Media Services and eLearning Services units) the Center for Teaching Excellence, On Your Time Initiatives, etc.)• ODL Websites (OU Campus)• Online.sc.edu website• ODL production studios and continuous upgrades to those studios: software, hardware, and technology.

Goal Continuation

Programs or Initiatives

Effective Programs or Initiatives

List your most effective programs/initiatives toward fulfillment of mission.

Program Launches

List any programs/initiatives that were newly launched during the Academic Year or any programs/initiatives you would like to launch in the coming year(s). Describe the program/initiatives, provide financial requirements (including additional staff), and academic year in which you would launch. What key performance indicators are you utilizing to track the success of this program?

- Created an ODL annual report
- Redesigned an existing course production studio by adding a lightboard
- Created ODL newsletter to be disseminated quarterly
- Co-sponsoring a Virtual Teaching conference with CTE, the College of Engineering and Computing, the College of Education, and the School of Journalism and Mass Communications to be held March 2020

Program Rankings

List any nationally ranked or external recognition during the Academic Year. For each, provide the formal name of the program followed by the name of the organization that issued the ranking, the date of notification, effective date range, and any other relevant information.

Supplemental Info - Programs or Initiatives

Any additional information on Programs or Initiatives appears as Appendix 1. (bottom).

Initiatives and Fees

Initiatives

Describe any new initiatives your unit will need for the coming year.

Fees

List any new or changed fees that your unit has implemented or had to take on in the last academic year.

Community Engagement

Community Perceptions

Describe how your unit assesses community perceptions of your engagement, and how the unit assesses the impact of community engagement on students, faculty, community and the institution. Provide specific findings.

ODL collaborates with Office of Academic Programs to donate to or volunteer for the following charitable organizations:

- SisterCare
- Epworth Children's Home
- Pawmetto Lifeline
- United Way
- Oliver Gospel Mission
- Relay for life

ODL staff co-presented with CTE staff at the Quality Matters Connect Conference and the Distance Teaching and Learning Conference. ODL staff will also co-present with a faculty member from HRSM at the OLC Accelerate conference in Fall 2019.

ODL Staff will assist HRSM in fulfilling requirements for a grant from the University of Aruba by providing workshops at that University on best practices for recordi

Collaborations

Internal Collaborations

List your Unit's most significant internal collaborations and multidisciplinary efforts that are internal to the University. Details should be omitted; list by name only.

Academic Units
Center for Teaching Excellence
Curricula and Courses Committee
Director of Information Resources, Office of the Provost
Division of Information Technology (DoIT) (including Media Services and eLearning Services)
Division of Student Affairs and Academic Support
Faculty Committee on Instructional Development (INDEV)
Faculty Senate
Graduate Council
Office of Academic Programs
Office of the Bursar
Office of Financial Aid and Scholarships
Office of Institutional Research, Assessment and Analytics (OIRAA)
Office of the Provost
Office of the Registrar
On Your Time Initiatives
Palmetto College
Student Disability Resource Center
University Libraries
Web Communications and Marketing

External Collaborations

List your Unit's most significant external collaborations and multidisciplinary efforts that are external to the University. Details should be omitted; list by name only.

ProctorU
Academic Partnerships
EAB
Engage VR

Supplemental Info - Collaborations

Any additional information about Collaborations appears as Appendix 3 (bottom).

Campus Climate and Inclusion

Campus Climate and Inclusion

Activities the unit conducted that were designed to improve Campus, Climate, and Inclusion.

- Transitioned course scheduling functions to the Office of the Registrar
- Co-sponsored holiday drop-in event with CTE and OYT
- Promoted ODL services at New Faculty Orientation
- Delivered 8 workshops at CTE focused on emerging technologies, best practices for DL courses, online course accessibility, and ODL's services
- Provide transcription and closed captioning services to improve DL course accessibility.
- Taught a session at CTE's Virtual Environments Bootcamp
- Collaborate with faculty and academic units to develop and offer online courses and programs
- Hired Graduate Assistants and Work Study Students
- Complied with all federal laws and University policies regarding equal employment opportunity when hiring the new budget manager.

Concluding Remarks

Weaknesses and Plans for Improvement

What is your unit struggling with? What plans do you have to overcome the weakness that you have faced in the next academic year.

Key Issues

Identify key issues or potential challenges your unit will encounter this coming year and the steps you plan on initiating.

- Weakness: Insufficient staff to meet goals including the goals to expand online test proctoring to all faculty, to expand transcription and closed captioning services, and to grow distributed learning courses, programs and enrollments.

Quantitative Outcomes

Explain any surprises regarding data provided in the quantitative outcomes modules throughout this report.

>Plan for Improvement: ODL will continue to advocate for additional staff to meet these goals. Additional staff needed for course and media production and test proctoring.

Weakness: Data reveals DL growth is occurring more at the undergraduate level, most online programs are offered at the graduate level.

Cool Stuff

Describe innovations, happy accidents, good news, etc. that occurred within your unit not noted elsewhere in your reporting.

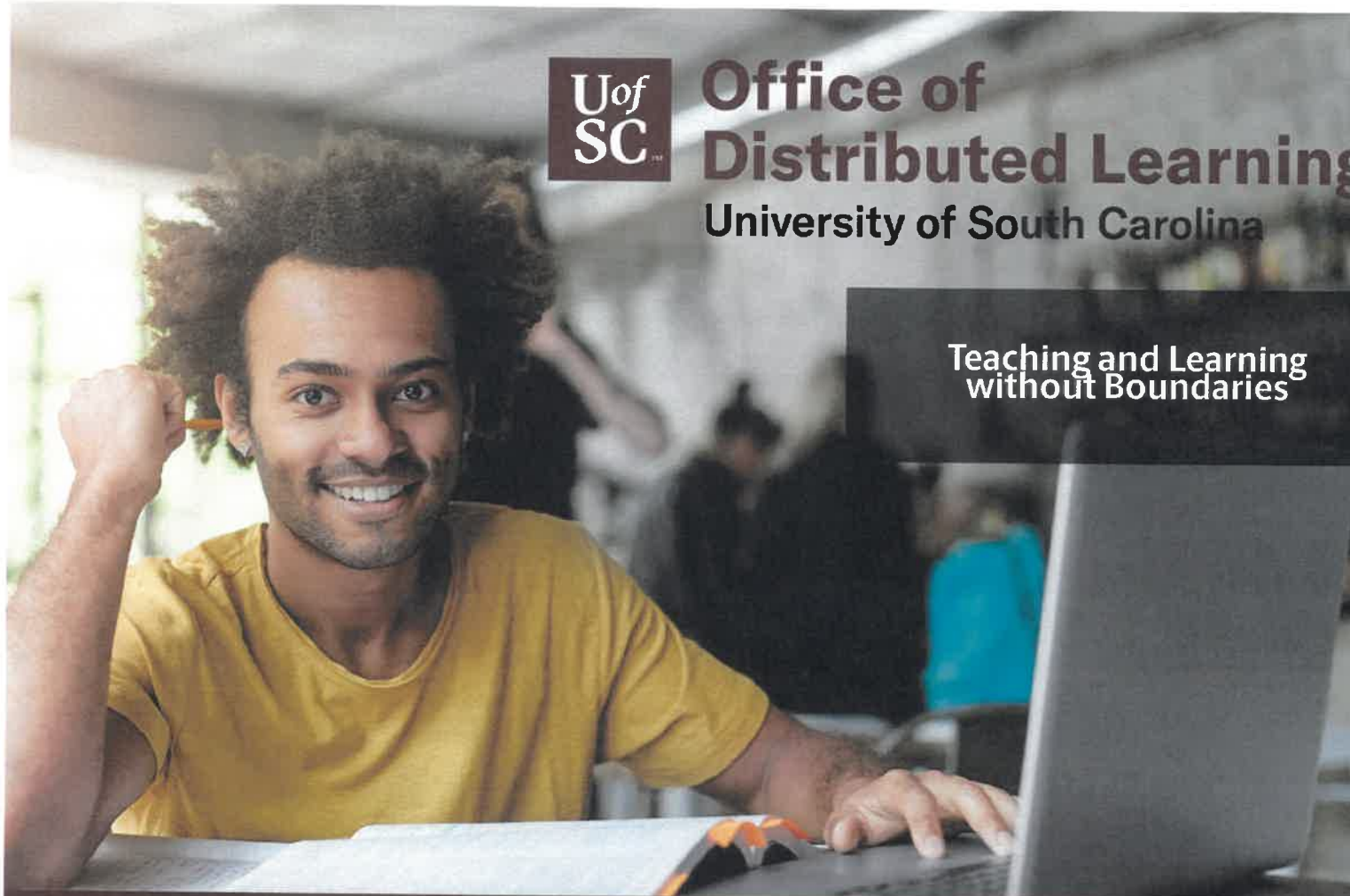
>Plan for Improvement: ODL staff will use DL enrollment data and market analysis information when meeting with academic units to try to grow distributed learning courses and programs, especially at the undergraduate level. ODL analyzed data to develop a list of potential online undergraduate programs.

Appendix 1. Programs or Initiatives



Office of Distributed Learning University of South Carolina

Teaching and Learning
without Boundaries



The Office of Distributed Learning (ODL)

ODL assists faculty and academic units with online course delivery, from providing guidance through the course approval process to assisting with technical production and course accessibility. We help instructors provide a rich learning experience that mirrors on-campus quality while ensuring that testing adheres to course and program requirements. Together, we deliver exceptional online courses to students regardless of distance, classroom availability, or time constraints.

ODL provides a website that enables users to search for courses taught each semester in various distributed learning formats - sc.edu/onlinecourses

Our Services

1716 College St. | dlquest@sc.edu | sc.edu/dl | 777-7210

Course Production

ODL has two on-site, professional production suites with advanced studio-level audio equipment, studio lighting, photo-ready background, green screen, and a light board to record, edit, and incorporate media into lectures.

Transcription and Closed Captioning

ODL provides both transcription and closed captioning services to help faculty meet course accessibility needs.

Course Development

ODL advises faculty and academic units through the planning, development, and approval processes for courses offered through distributed learning delivery.

Test Proctoring

ODL provides three test proctoring options: through a secure online service for computer-based testing and at ODL or at approved on- or off-campus testing sites for both paper and computer-based testing.



DISTRIBUTED LEARNING

(Blended and Online) Courses and Programs at UofSC Columbia, AY 2018-19
(Fall 2018, Spring 2019, and Summer 2019)



49 Online Programs

*3 of these are online degree completion programs only offered through Palmetto College; no freshmen admission



2328 DL Course Sections

1433 100% Online Course Sections



43,189 Enrollments in DL Courses in AY 2018-2019

*This data includes duplicated students; counted more than once if taking more than one DL course



9.4% increase in total DL Course Sections

11.6% increase in 100% Online Course Sections
(Compared to AY 2017-18)



525 Faculty Teaching DL Courses (unduplicated)



11,365 (32.48%) Students Taking at Least One DL Course

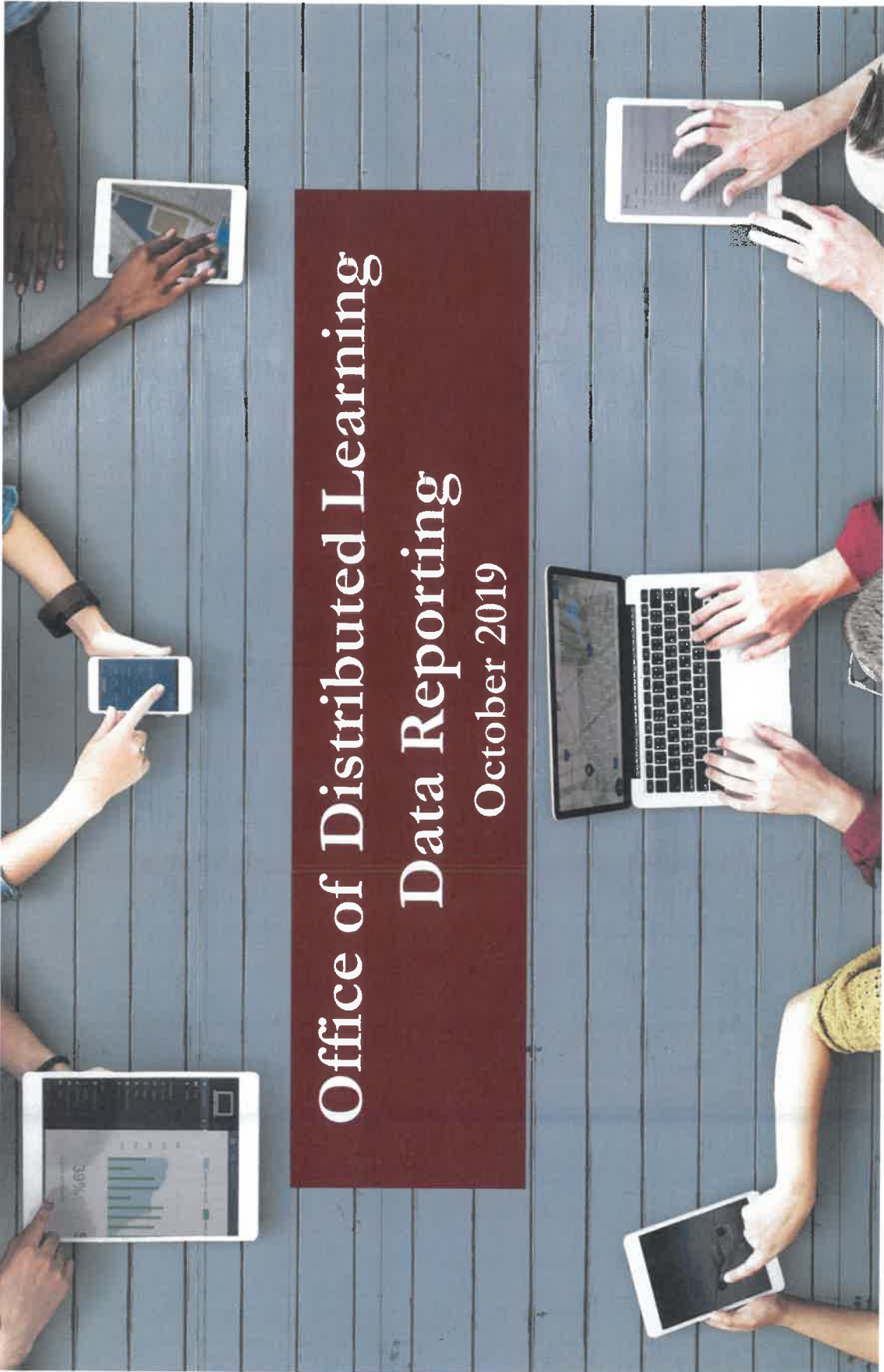
2,024 (5.78%) Students Enrolled in an Online Only Program in Fall 2018

ADDITIONAL INFORMATION ABOUT ONLINE PROGRAMS

- ✦ Distributed learning programs primarily attract in-state students; 89.4% of students taking exclusively online courses from a higher education institution in SC reside in the state.¹
- ✦ On-campus students benefit from online courses: students who take some online courses are more likely to complete their degrees.²
- ✦ Nationally, online enrollments are increasing while overall enrollments in higher education is decreasing.³

Citations

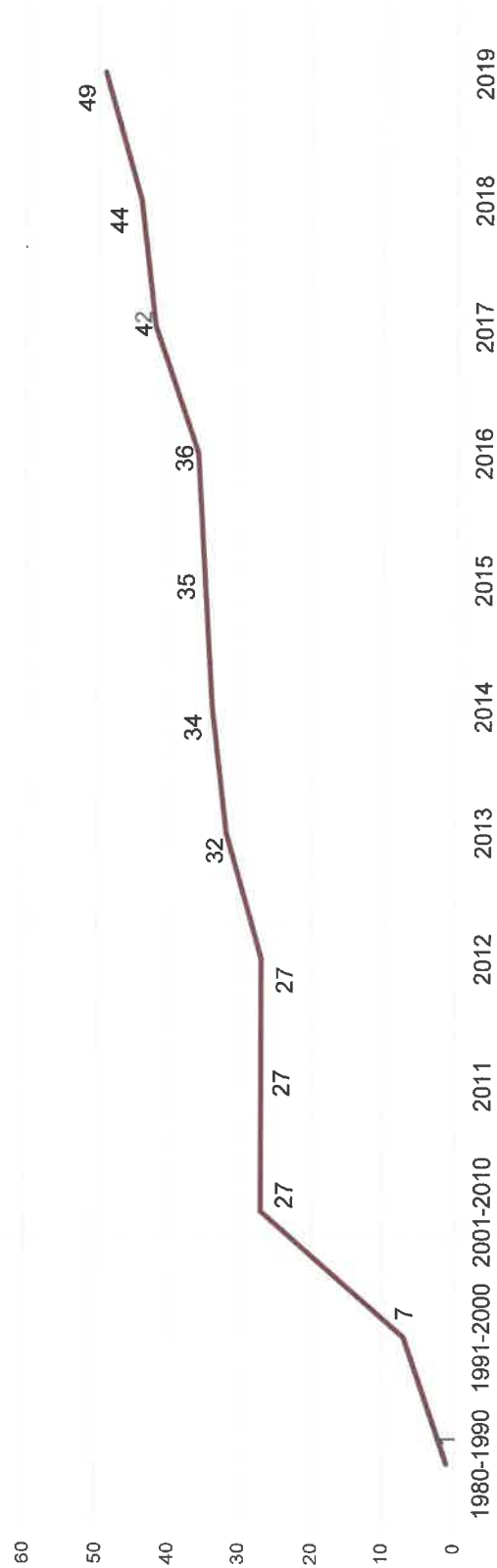
1. Seaman, Julie. E. and Jeff Seaman. Distance Education State Almanac 2017. Babson Survey Research Group. www.onlinelearningsurvey.com/reports/almanac/national_almanac2017.pdf. Accessed 4 June 2018.
2. McMurtrie, Beth. "What's the Ideal Mix of Online and Face-to-face Classes?" The Chronicle of Higher Education. 30 October 2017.
3. Seaman, Julia E., et al. Grade Increase: Tracking Distance Education in the United States. 2018. onlinelearningsurvey.com/reports/gradeincrease.pdf. Accessed 4 June 2018.



Office of Distributed Learning
Data Reporting
October 2019

ONLINE PROGRAMS OFFERED

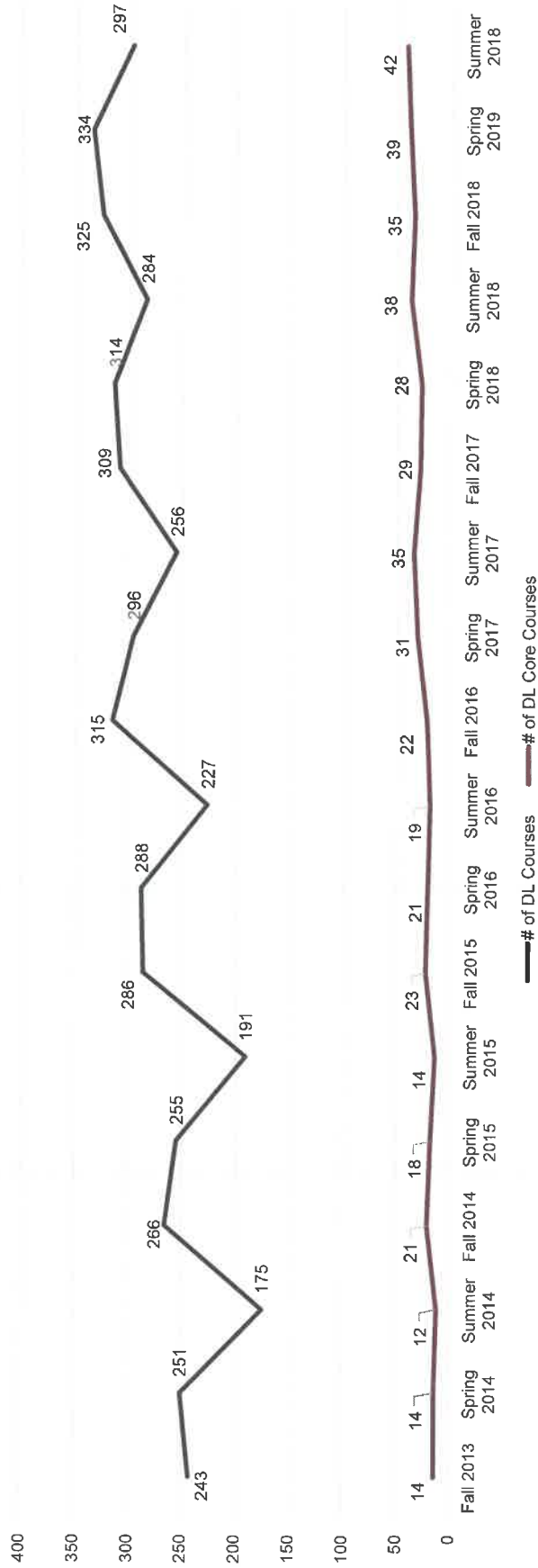
Online Programs Offered



UofSC Columbia primarily offers online programs at the graduate level, but the biggest increase in enrollment is occurring at the undergraduate level.

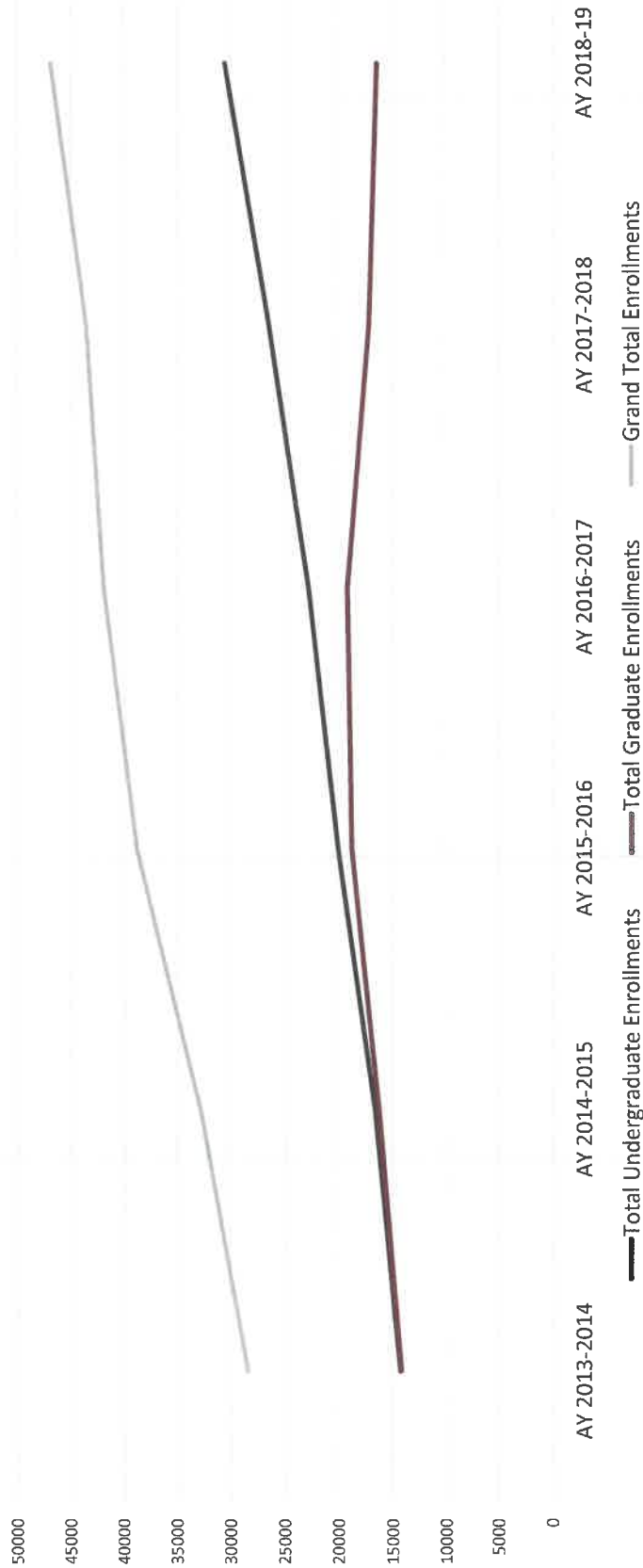
DL COURSES OFFERED UNDULICATED

Distributed Learning Courses Offered

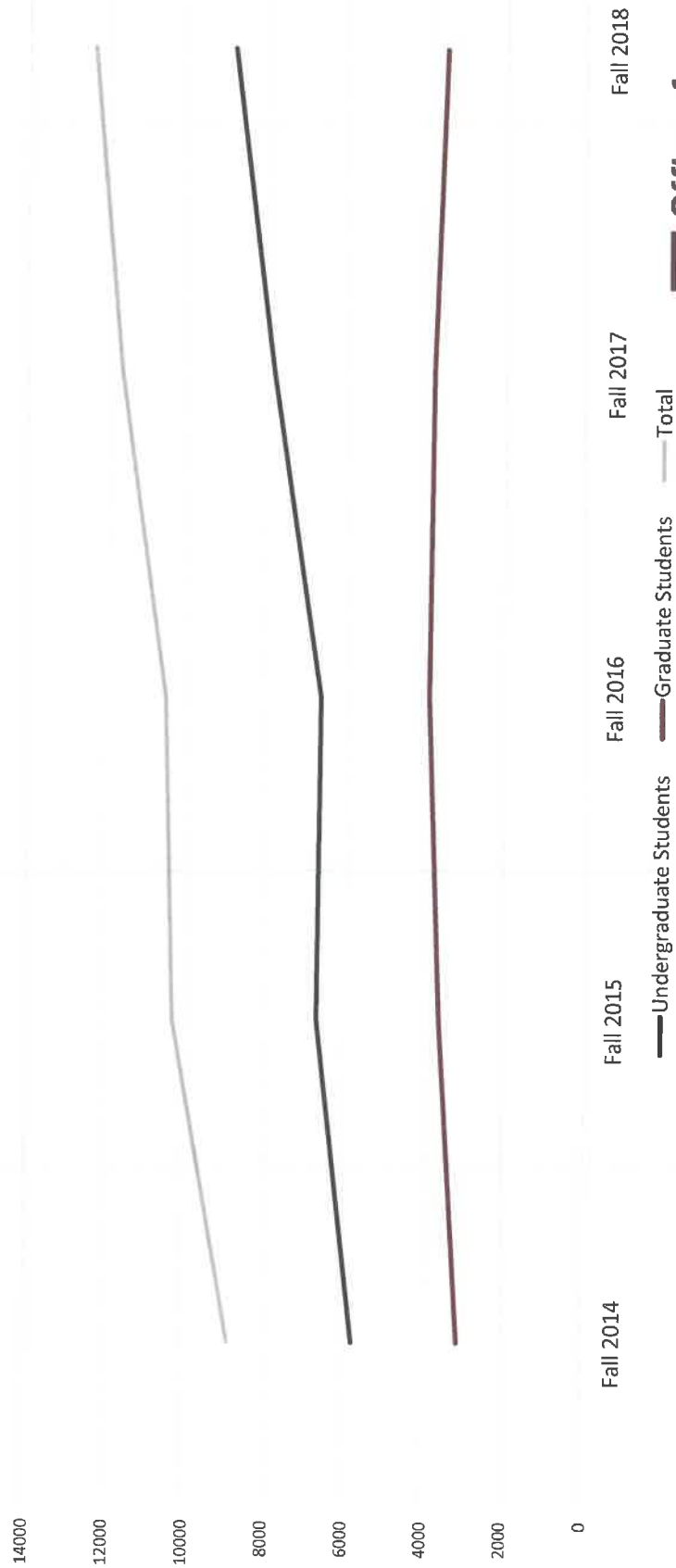


ENROLLMENT IN DL COURSES

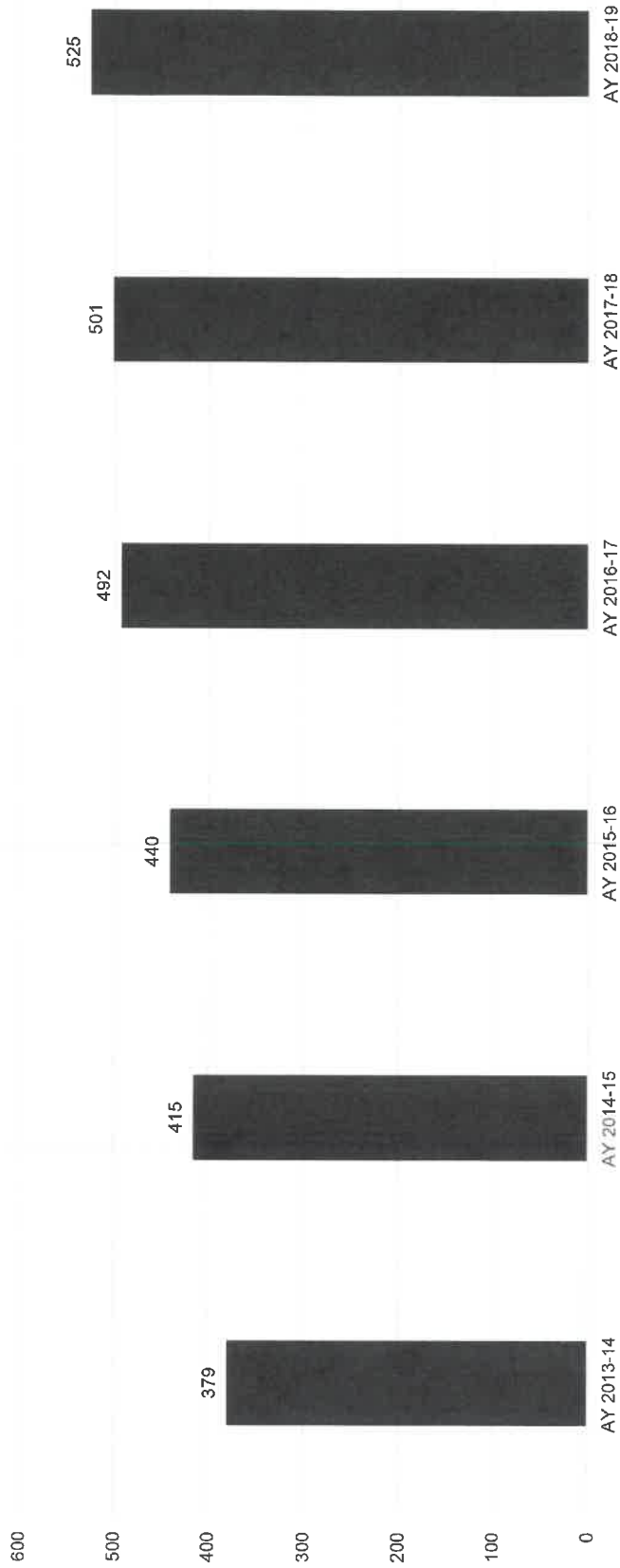
Duplicated – Students Taking More Than One Course Are Counted More Than Once



STUDENTS TAKING AT LEAST ONE DL COURSE UNDUPLICATED



FACULTY TEACHING DL COURSES UNDULICATED



STUDENT SERVICES INQUIRY TYPES

Phone Calls	17%
Emails	5%
Question Box	79%
In Person	0%

Current Student	47%
Prospective Student	41%
Faculty/Staff	8%
Other	5%

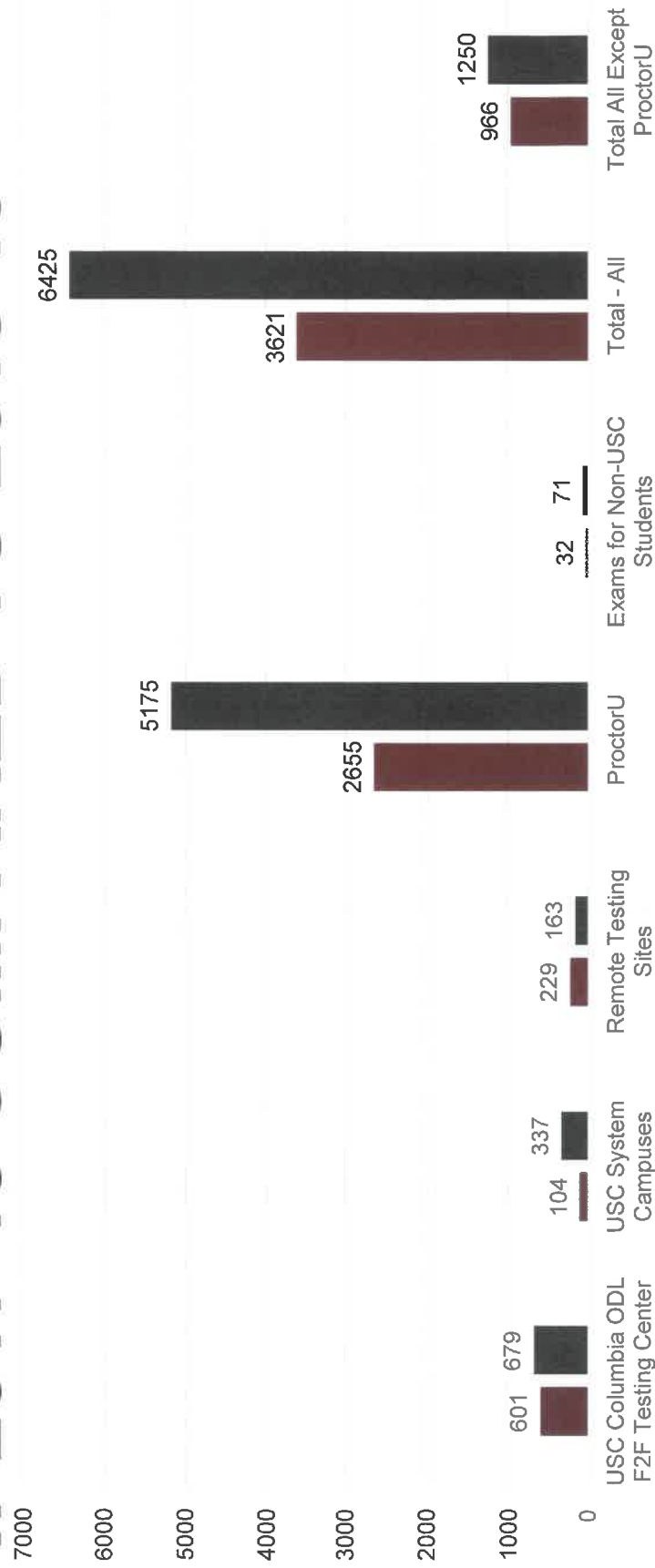
Overrides

* As of 7/14/17, ODL no longer provides overrides; requests referred to academic units

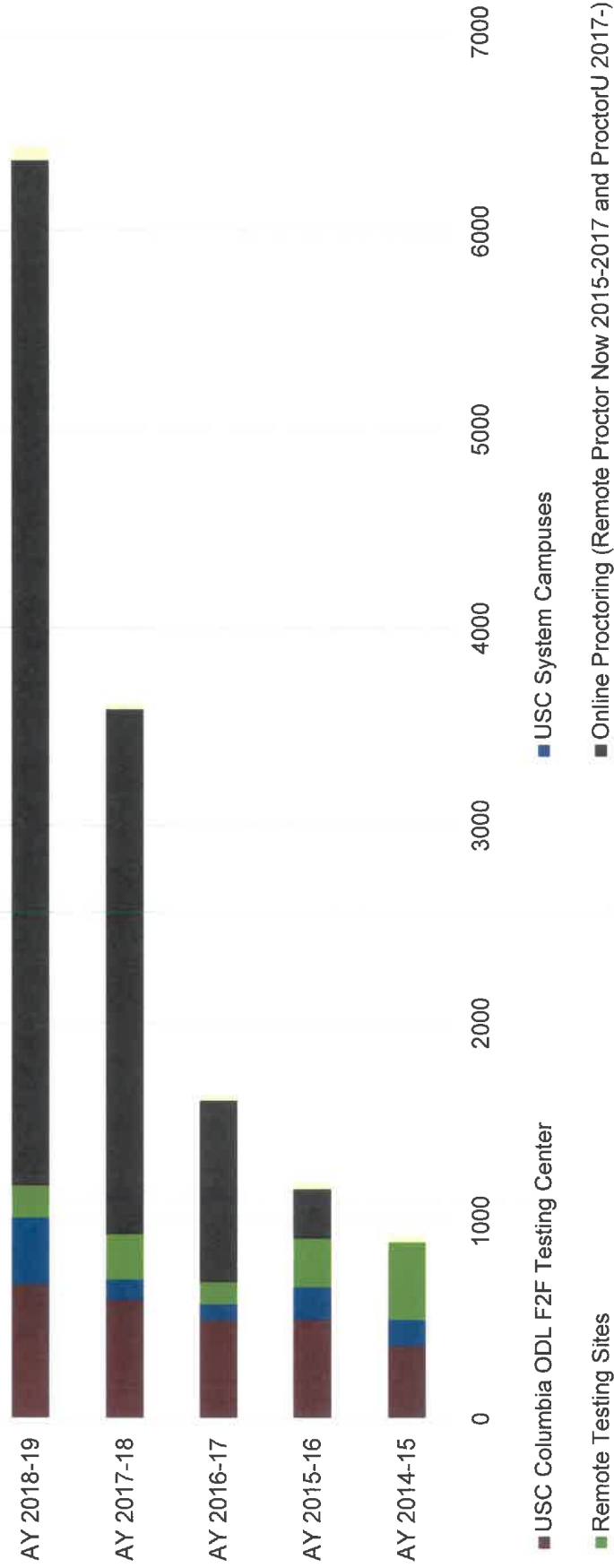
Course Availability	21.30%
Course Info (Syllabus / Book / Etc.)	19.34%
Other	17.37%
Admissions / Applications	11.93%
Registration	8.61%
Testing	5.74%
Fees	4.83%
Advisement	4.68%
Blackboard / Tech Support	3.02%
Faculty Support	2.27%
Not Documented	1.21%
	0.00%



TEST PROCTORING AY 2017-18 COMPARED TO 2018-19



TEST PROCTORING 2014-2019



COURSE PRODUCTION

- Videos Recorded: 208
- Transcriptions / closed captions: 143 (1777 minutes)



**Office of
Distributed Learning**
University of South Carolina

WEBSITE DATA

ODL Websites Data

(Aug. 23, 2018 – Aug. 20, 2019)

- 65,297 visitors to ODL webpages

ODL pages with most visits:

1. Graduate Degree Program Listing
2. Course Search Page
3. Main Student Page

Online.sc.edu

- Serves as a centralized source of information about the online courses and programs offered at the University of South Carolina Columbia
- Developed with the Office of Communications and Public Affairs
- Launched June 2019

SOCIAL MEDIA AND MARKETING

Social Media

Twitter: Followers increased from 914 to 1,436 (57%)
Impressions increased from 23,500 to 94,300 (301%)

Facebook: Likes increased from 40 to 57 (42.5%)

Instagram: 209 followers

Twitter Follower Comparisons

UNC Online: 3,512
UFOnline: 1,906
Mizzou Online: 1,580
UofSC Online: 1,436
Clemson Online: 810
UVA Online: 722
UGA Online: 628

UofSC Connect: 2,015
UofSCtech (DoIT): 1,710
UofSC Online: 1,436
UofSC_CTE: 1,061
UofSC Palmetto College: 417



**Office of
Distributed Learning**
University of South Carolina

UPDATED August 21, 2019														
Degree	College	Year Approved	Degree Level	Approved for Online Delivery	Active	Planned Start Date	Delivery Mode	Must Student Attend Campus or Clinical?	Is the program offered in 100% online format? Yes or No	Is the program also offered in a blended format (online delivery of some instruction)? Yes or No	Can students transition between blended and face-to-face formats? Yes or No	Add Additional Comments if Necessary	Program Codes in Banner	Concentrations in Banner
USC COLUMBIA														
ARNOLD SCHOOL OF PUBLIC HEALTH														
Master of Science in Speech Pathology	ASPH	1995	MA	Yes	Yes		Asynchronous	Required clinicals and observation	Yes	No	No	Program moved in 2013, used ASPH1303AMS (but changed to one program with two tracks (one online and one face-to-face) with the following program codes: ASPH1303AMGD and ASPH1303AMBP	3GPH303AMS	R999 - Distributed Graduate Program - Effective Fall 2017
Certificate of Graduate Study in Public Health	ASPH	2007	GC	Yes	No		Blended	X	Not At This Time	X	X		3GPH306ACS	
Master of Public Health in Health Promotion, Education and Behavior - Professional Online Program	ASPH	2014	MA	Yes	Yes		Asynchronous	No	Yes	No	No	Academic Partnerships (AP)	3GPH502AMPH	R997 - Academic Partnership Seas I & R986 - Academic Partnership Seas II
Master of Public Health in Health Services Policy and Management	ASPH	2004	MA	Yes	Yes	Fall 2019	Asynchronous	Required Online Clinicals	Yes	No	No		3GPH501AMPH	R999 - Distributed Graduate Program - Effective Fall 2019
Ph.D. in Health Administration in Health Services Policy and Management	ASPH	2006	DD	Yes	No		Blended	No	Not At This Time	No	No		3GPH509APHD	
COLLEGE OF ARTS & SCIENCES														
Certificate of Graduate Study in Applied Statistics	AS	2006	GC	Yes	Yes		Asynchronous	Optional P2F in studio classroom	Yes	Yes	Yes		3GAS177ACGS	
Master of Applied Statistics	AS	2006	MA	Yes	Yes		Asynchronous	Optional P2F in studio classroom	Yes	Yes	Yes	Name change in 2010. Old name was Master of Industrial Statistics	3GAS177MAS	
COLLEGE OF EDUCATION														
Certificate in Higher Education Leadership	COE	2013	GC	Yes	No		Asynchronous	Yes	Not At This Time	Yes	No		3GED302ACGS	NONE & 3350
Doctor of Education in Curriculum & Instruction - 3 Concentrations: Curriculum (approved 2019), Educational Technology (approved 2019) and STEM (approved 2018)	COE	2014	DD	Yes	Yes		Asynchronous	No	Yes	No	No	Academic Partnerships (AP) for Curriculum, Educational Technology and STEM concentrations only	3GED301AEDD	R997 - Academic Partnership Seas I & R988 - Academic Partnership Seas II for Curriculum Studies and Educational Technology concentrations only
EdS Educational Administration	COE	2017	ED	Yes	Yes	Fall 2019	Asynchronous	Yes	Yes	No	No		3GED305AEDS	R999 - Distributed Graduate Program - Effective Fall 2019
Master of Education in Educational Administration	COE	2013	MA	Yes	Yes		Asynchronous	Requires in school/practice	Yes	No	No	Academic Partnerships (AP)	3GED305AEMD	R997 - Academic Partnership Seas I & R988 - Academic Partnership Seas II
Master of Education in Educational Technology	COE	2002	MA	Yes	Yes		Asynchronous	No	Yes	No	No		3GED309AEMD	R999 - Distributed Graduate Program - Effective Fall 2017
Master of Education in Teaching	COE	2013	MA	Yes	Yes		Asynchronous	No	Yes	No	No	Academic Partnerships (AP)	3GED309AEMD	R997 - Academic Partnership Seas I & R986 - Academic Partnership Seas II
Master of Science in Adapted Physical Education	COE	2019	MA	Yes	Yes	Fall 2019	Asynchronous	No	Yes	No	No		3GED309AMS	R999 - Distributed Graduate Program - Effective Fall 2019
COLLEGE OF ENGINEERING AND COMPUTING														
Certificate of Graduate Study in Cyber Security Studies	CEC	2004	GC	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN400PBAC	NONE
Master of Engineering in Aerospace Engineering	CEC	2013	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN477AME	3APG - APOGEE
Master of Engineering in CME Engineering	CEC	2007	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN456AME	3APG - APOGEE
Master of Engineering in Electrical Engineering	CEC	2007	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN452AME	3APG - APOGEE
Master of Engineering in Mechanical Engineering	CEC	2007	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN454AME	3APG - APOGEE
Master of Engineering in Nuclear Engineering	CEC	2010	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN459AME	3APG - APOGEE
Master of Health Information Technology	CEC	2013	MA	Yes	Yes		Asynchronous	No	Yes	Yes	No	Academic Partnerships (AP)	3GEN922AHIIT	R997 - Academic Partnership Seas I & R988 - Academic Partnership Seas II
Master of Science in Aerospace Engineering	CEC	2007	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN477AMS	3APG - APOGEE
Master of Science in CME Engineering	CEC	2007	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN456AMS	3APG - APOGEE
Master of Science in Computer Science	CEC	1995	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN467AMS	3APG - APOGEE
Master of Science in Computer Engineering	CEC	1995	MA	Yes	Yes		Asynchronous	APOGEE Streaming video	Yes	Yes	Yes		3GEN459AMS	3APG - APOGEE

UPDATED August 21, 2019															
Degree	College	Year Approved	Degree Level	Approved for Online Delivery	Active	Planned Start Date	Delivery Mode	Must Student Attend Campus or Clinical?	Is the program offered in 100% online format? Yes or No	Is the program also offered on campus face-to-face? Yes or No	Is the program also offered in a blended format (face-to-face and online instruction)? Yes or No	Can students transition between 100% online, face-to-face, or blended formats? Yes or No	Additional Comments if Necessary	Program Codes in Banner	Concentrations in Banner
Master of Science in Electrical Engineering	CEC	2007	MA	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Master of Science in Engineering Management	CEC	2013	MA	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		NONE & 3B17	
Master of Science in Mechanical Engineering	CEC	2007	MA	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Master of Science in Nuclear Engineering	CEC	2010	MA	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Master of Science in Software Engineering	CEC	2001	MA	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		NONE	
Ph.D. in Civil Engineering	CEC	2007	DD	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Ph.D. in Computer Engineering	CEC	2017	DD	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Ph.D. in Computer Science	CEC	2017	DD	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Ph.D. in Electrical Engineering	CEC	2007	DD	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Ph.D. in Mechanical Engineering	CEC	2007	DD	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
Ph.D. in Nuclear Engineering	CEC	2010	DD	Yes	Yes		Asynchronous	APOGEE, Streaming Video	Yes	Yes	Yes	Yes		3APG - APOGEE	
COLLEGE OF HOSPITALITY, RETAIL AND SPORT MANAGEMENT															
Master of Science in Sport and Entertainment Management	HRSM	2009	MA	Yes	No		Asynchronous	No	Not At This Time	No	No	No		3GHM69AMSEN	NONE
Interdisciplinary Master of Arts - Major in Business Education	HRSM	2007	MA	Yes	No		Asynchronous	No	Not At This Time	x	x	x	Terminated in 2010		NONE
COLLEGE OF NURSING															
Bachelor of Science in Nursing - RN to BSN	CON	2016	UG	Yes	Yes		Asynchronous	Requires clinicals	Yes	No	No	No	Academic Partnerships (AP)	3UNR051ABSN	R887 - Academic Partnership Sets I & R888 - Academic Partnership Sets II
Certificate in Advanced Practice Nursing	CON	1995	GC	Yes	Yes		Asynchronous	Requires clinicals	Yes	No	No	No		3GNR072ACGS	R889 - Distributed Graduate Program - Effective Fall 2017
Certificate in Nursing Administration	CON	1995	GC	Yes	Yes		Asynchronous	Requires clinicals	Yes	No	No	No		3GNR070ACGS	R889 - Distributed Graduate Program - Effective Fall 2017
Post-Master's Certificate in Nursing Informatics	CON	2018	GC	Yes	Yes	Fall 2019	Asynchronous	Requires clinicals	Yes	No	No	No		3GNR055ACGS	R889 - Distributed Graduate Program - Effective Fall 2019
MSN in Nursing Administration	CON	2015	MA	Yes	Yes		Asynchronous	Requires clinicals	Yes	No	No	No	Academic Partnerships (AP)	3GNR070AMSN	R887 - Academic Partnership Sets I & R888 - Academic Partnership Sets II
Master of Science in Nursing - Family Nurse Practitioner	CON	2017	MA	Yes	Yes		Asynchronous	Requires clinicals	Yes	No	No	No		3GNR053AMSN	R889 - Distributed Graduate Program - Effective Fall 2017
Master of Science in Nursing - Adult Gerontology/Adult Care Nurse Practitioner	CON	2017	MA	Yes	Yes		Asynchronous	Requires clinicals	Yes	No	No	No		3GNR057AMSN	R889 - Distributed Graduate Program - Effective Fall 2017
Master of Science in Nursing - Psychiatric Mental Health Nurse Practitioner	CON	2017	MA	Yes	Yes		Asynchronous	Requires clinicals	Yes	No	No	No		3GNR056AMSN	R889 - Distributed Graduate Program - Effective Fall 2017
Master of Science in Nursing - Nursing Informatics	CON	2016	MA	Yes	Yes	Fall 2016	Asynchronous	Requires clinicals	Yes	No	No	No		3GNR055AMSN	R889 - Distributed Graduate Program - Effective Fall 2016 (added 6-26-19)
Doctorate in Nursing - Family Nurse Practitioner	CON	2001	DD	Yes	Yes	Fall 2006	Asynchronous	Requires clinicals	Yes	No	No	No	Approved for 100% delivery 2/18	3GNR060DNP	R889 - Distributed Graduate Program - Effective Fall 2018
COLLEGE OF INFORMATION AND COMMUNICATIONS															
Master of Library and Information Science	GC	1992	MA	Yes	Yes		Asynchronous	Requires one day on-campus	Yes	No	No	No		3GC576AMLS	R889 - Distributed Graduate Program - Effective Fall 2017
Certificate of Graduate Study in Library and Information Science	GC	1995	GC	Yes	Yes		Asynchronous	Requires one day on-campus	Yes	No	No	No		3GC576ACGS	R889 - Distributed Graduate Program - Effective Fall 2017
Specialist in Library and Information Science	GC	2004	SP	Yes	Yes		Asynchronous	Requires one day on-campus	Yes	No	No	No		3GC576ASLS	R889 - Distributed Graduate Program - Effective Fall 2017
USC-COLUMBIA - Degree Completion through Palmetto College															
Bachelor of Arts in Liberal Studies	USC-PC	2019	UG	Yes	Yes		Asynchronous		Yes	No	Yes	No	NOTE: This program has a two-semester waitlist for admissions. No freshman admissions. Offered through Palmetto College prior to 2019.	3UPP811ABA	

UPDATED August 21, 2019														
Degree	College	Year Approved	Degree Level	Approved for Online Delivery	Active	Planned Start Date	Delivery Mode	Must Student Attend Campus or Clinically?	Is the program offered in 100% online format? Yes or No/At What Time	Is the program also offered on campus facilities? Yes or No	Can students transition between (online and on-campus) and/or face-to-face or blended formats? Yes or No	Add. Additional Comments if Necessary	Program Codes in Banner	Concentrations in Banner
Bachelor of Arts in Organizational Leadership	USC-PC	2018	UG	Yes	Yes		Asynchronous		Yes	Yes	No	NOTE: This program has a requirement of 60 credit hours for admission. No freshman offered through Palmetto College prior to 2019.	3U/PP912ABA	
Bachelor of Arts in Elementary Education (Linked to Palmetto College as Degree Completion Program) (BA)	USC-PC		UG	Yes	Yes		Asynchronous		Yes	No	No	NOTE: This program has a requirement of 60 credit hours for admission. No freshman offered through Palmetto College prior to 2019.	3U/ED510ABA	

Degree	College	Year Approved	Degree Level	Approved for Online Delivery	Active	Planned Start Date	Delivery Mode	Must Student Attend Campus or Clinically?	Is the program offered in 100% online format? Yes or No/At What Time	Is the program also offered on campus facilities? Yes or No	Can students transition between (online and on-campus) and/or face-to-face or blended formats? Yes or No	Add. Additional Comments if Necessary	Program Codes in Banner	Concentrations in Banner
<p>Notes</p> <p>Of the 48 active online programs... 19 Are only provided online 4 Are offered OL and P2F, but students are NOT allowed to move back and forth between OL and P2F. 23 Programs highlighted in blue should have the concentration code added to that the health fee can be automatically removed. These programs are OL and P2F degrees in which students can move back and forth between the OL and P2F programs. These departments must provide Tommy Hyer at Students Health Services with a spreadsheet of their 100% online students each semester by the deadline to have the Health Fee removed. These are Columbia online programs linked to Palmetto College as Degree Completion Program. No freshman admission as students must have earned 60 credit hours from any accredited college before applying to the program.</p>														
Sollitt, Elizabeth/Dorcas		Active	Inactive	Approved										
Undergraduate Degrees	4	0	4											
Masters Degrees	29	2	31											
Educational Specialist	1	0	1											
Specialist	1	0	1											
Doctoral Degrees	6	1	9											
Graduate Certificates	8	2	8											
Pending	0	0	0											
Total	49	6	64											

LEGEND:

- UG = Undergraduate
- MA = Masters
- ES = Educational Specialist
- SP = Specialist
- DD = Doctoral
- GC = Graduate Certificate

Appendix 3. Collaborations

Appendix 3. Collaborations

Collaborations

Internal Collaborations

List your Unit's most significant collaborations and multidisciplinary efforts that are internal to the University. Details should be omitted; list by name only.

- Academic Units
- Center for Teaching Excellence
- Curricula and Courses Committee
- Director of Information Resources, Office of the Provost
- Division of Information Technology (DoIT) (including Media Services and eLearning Services)
- Division of Student Affairs and Academic Support
- Faculty Committee on Instructional Development (INDEV)
- Faculty Senate
- Graduate Council
- Office of Academic Programs
- Office of the Bursar
- Office of Financial Aid and Scholarships
- Office of Institutional Research, Assessment and Analytics (OIRAA)
- Office of the Provost
- Office of the Registrar
- On Your Time Initiatives
- Palmetto College
- Student Disability Resource Center
- University Libraries
- Web Communications and Marketing

External Collaborations

List your Unit's most significant collaborations and multidisciplinary efforts that are external to the University. Details should be omitted; list by name only.

- ProctorU
- Academic Partnerships
- EAB
- Engage VR