

Instructional Technology Newsletter

Important Updates

How to Get Help with Canvas, Nuventive Improve, Assessment & Program Review

I will be out on leave for the remainder of the academic year, so we've outlined below how to get help with your instructional technology questions in my absence.

Canvas



Erica Reynolds began her role as an Instructional Technologist at College of San Mateo in 2016. She holds a Master's degree in Education with a concentration in Instructional Technologies from San Francisco State University. She has extensive experience working with faculty to explore effective and innovative ways to incorporate technology into the curriculum to support our students.



Marisol Quevedo is an adjunct faculty member and has worked as an Instructional Technologist at College San Mateo over the past 2.5 years. Prior to her work at CSM she served as a Retention Specialist and Program Supervisor at Cañada College. Marisol is passionate about approaching her work through an equity and social justice lens, using technology to transform student learning and enhance faculty engagement in the course design and delivery process.

Erica and Marisol are excited to support you in a virtual capacity in this temporary role while Allison is on leave. They are happy to provide you with support in the following areas:

- Help with implementing web technologies such as Canvas, Panopto, Pronto, and Zoom
- Canvas related needs (cross-listing, sandboxes and non-instructional shells, display name changes, adding roles, importing content etc.)
- Information on the following upcoming trainings: Quality Online Teaching and Learning (QOTL), Level 1 and 2, and Skills in Multimodal Pedagogy and Learning (SIMPL)

If you need support in any of these areas please feel free to reach out to both Erica (reynoldse@smccd.edu) and Marisol (quevedom@smccd.edu). Please note that they will continue to work in their existing capacities as Instructional Technologists at CSM, while supporting the Cañada community as well, as such, please expect a 24-48 hour response time as we meet the needs of both communities.

Existing Tech Support for Faculty, Staff & Students

- [24/7 Chat with Instructure for Canvas questions](#)
- [General Tech Support - Weekdays](#)

SLO & PLO Assessment

If you have questions, or need help with any of the following areas, contact Jessica Kaven, kavenj@smccd.edu:

- How to enter SLO & PLO Assessment data into Nuventive Improve
- Changes to your 3-year assessment plan
- Tips and strategies for how best to assess your courses.

Program Review

If you have questions, or need help with any of the following areas, contact Karen Engel, engelk@smccd.edu:

- How to enter program review or SAO information into Nuventive Improve
- Program review process changes or questions
- Questions about the program review data dashboards

I hope you all have a wonderful remainder of the academic year, and I look forward to seeing you all again next Fall!

Reminders

The 2022-2023 Program Review Cycle Is Underway!

Here are the steps needed to complete program review this year:

1. Check the Administrative, Instructional, and Student Services Program Review schedules to see if your program is up for comprehensive program review this year.
2. If your program is up for comprehensive program review this year, enter your [Comprehensive Program Review](#). If you're not up for comprehensive program this year and you have resources you want to request this year, enter an [Annual Update](#).
3. Enter [the Goals](#) that your program will be working on this year.
4. If any of your Goals require resources, also enter your [Resource Requests](#).
5. Submit your complete Comprehensive Program Review or Annual Update before **October 14, 2022**.
6. Deans and VPs [complete feedback of all program review materials](#) and send out before **October 28, 2022**.
7. Review your supervisor's feedback and incorporate it into your program review before **November 4, 2022**.

Improve (TracDat) Has Been Updated! – Program Review & Assessment

We have completed our upgrade of the Nuventive Improve system (formerly TracDat) where we enter our program review and SLO, SAO & PLO Assessment information. Please take some time explore the new guides and login information below if you'll be needing to submit program review and/or assessment information this year. If you have any questions, or need any help with the new system, please email me at hughesa@smccd.edu.

- [Improve Assessment Guides](#)
- [Improve Program Review Guides](#)

Upcoming Training

@One Courses – Space Available!

@One offers a variety of timely and relevant online teaching short courses, that I encourage you to check out if you haven't already. I've taken quite a few of their courses and can vouch that they are worth your time.

- [Humanizing Online Teaching & Learning](#) – November 5 – December 3, 2022
- [Equitable Grading Strategies](#) – November 5 – December 3, 2022