**Surveys for Faculty and Students about Spring 2020 Conversion to Emergency Remote instruction**

The purpose of the survey is to determine:

1. the experiences of students and faculty during the Spring 2020 period of emergency remote instruction
2. the needs of faculty in order for them to teach effectively online or teach technologically enhanced courses
3. what KCC can do as an institution to support faculty and students (e.g., laptop and other technical devices, software, services, etc.)
4. ways that faculty make students more comfortable and enjoy online learning
5. ways new students can be supported in online courses, (and use these efforts to attract online learners to KCC)
6. ways in which we can identify equity issues arising from Spring 2020

**Faculty Survey**

1. Prior to Spring 2020, had you ever taught an online course? Yes No
2. Prior to Spring 2020, had you ever taught a hybrid course? Yes No
3. In developing my course during conversion to distance education prompted by the outbreak of COVID-19 I did the following. Check all of the following that apply to you.
   1. I posted the materials I had already developed on Blackboard
   2. I redesigned my course
   3. I delivered all the content during synchronous sessions
   4. I built each unit week by week

//There was a suggestion about this question but I think other questions are a priority. Or we leave it open ended? //

1. What helped you prepare for the conversion to distance education prompted by the outbreak of COVID-19?

* Attended trainings about Blackboard
* Watched videos online about Blackboard or/and other tools
* Discussed with colleagues
* Other

1. Please complete the follow information as it best applies to you.

Did not use Used & met instructional needs Used & did not meet instructional needs.

* 1. Kcc email
  2. Webex
  3. Zoom
  4. Blackboard
  5. BlackBoard collaborate
  6. Facebook
  7. Google classroom
  8. Google docs
  9. MS Teams
  10. Dropbox
  11. YouTube
  12. Yuja
  13. Screencast-o-matic or some screen capture or webcam software
  14. Google Voice
  15. Microsoft Word
  16. WordPress
  17. CUNY Academic Commons
  18. Other

1. Did you conduct synchronous sessions with your students to deliver content during the spring 2020 semester? Yes No

//Language updated – c and d could overlap… //

6a. If yes, how often and how long?

* 1. As frequent as my in-person class schedule and at the same time (one hour, three times per week)
  2. As frequent as my in-person class schedule but at a different time (one hour, three times per week)
  3. Less frequent than my in-person class meeting times for the purpose of discussion, review or office hours.
  4. Optional sessions
  5. Alternative options to synchronous (please describe) \_\_\_\_\_\_\_\_\_\_\_

6b. If no, how did you communicate with students? \_\_\_

//Options are the same as student survey? //

1. Instructor presence is a major factor affecting student success in online classes. How did you maintain your instructor presence during conversion to distance education prompted by the outbreak of COVID-19?

\_\_\_ Announcements

\_\_\_ Emails

\_\_\_ Written feedback provided in discussion forums

\_\_\_ Written feedback provided in assignments, exams, papers

\_\_\_ Audio or video feedback on assignments, exams, progress, check ins

\_\_\_ Google Docs collaboration with Professor synchronously

\_\_\_ Phone call to discuss work

\_\_\_ Virtual video conference where I could talk and ask questions to the professor

\_\_\_ Recorded lectures so I could hear or/and see the professor

\_\_\_ Other

1. Did you use Blackboard? Yes No

// Should we state “please list top 5”//

8a. If yes, which Blackboard tools did you did you use most often?

* 1. Announcements
  2. Email
  3. Discussion board
  4. Wiki
  5. Blog
  6. Journal
  7. Tests
  8. Assignments
  9. Retention center
  10. Analytics
  11. Grade center
  12. Rubrics
  13. Turnitin
  14. Groups
  15. Bb Collaborate
  16. Yuja

9b. If no, which was the alternative used?

1. What technology was not available to you that you think could have been beneficial to your course.
2. Hardware (PC, tablet)
3. Software
4. Connectivity
5. Other
6. Was your converted course to distance education prompted by the outbreak of COVID-19 manageable to students? Yes No
   1. If yes, please share your recommendations
   2. If no, what do you think you could have done to make your course work more manageable for your students?
7. Do you feel that your pedagogical instruction in remote teaching prompted by the outbreak of COVID-19 ensured that the learning objectives were met? Yes No
   1. If yes, please share your recommendations.
   2. If no, what would you do differently next time around to help students meet these outcomes more effectively?
8. What else do you want to share with us about your experience in Spring 2020 (challenges, unexpected benefits, recommendations, sharing your experience)? \_\_\_\_\_

**Student Survey**

1. Prior to Spring 2020, had you ever taken an online course prior to Spring 2020? **\_Yes \_No**
2. Prior to Spring 2020, had you ever taken a hybrid course prior to Spring 2020? **\_Yes \_No**
3. Spring 2020 was the first semester in KCC **\_Yes \_No**
4. How many credits did you register for in Spring 2020?
5. Did you withdraw (W) or unofficially withdraw (WU) from any classes during the Spring 2020 semester?
   1. No, I did not withdraw
   2. Yes, W
   3. Yes, WU
   4. No, I completed all my courses and will receive a grade
   5. Other (explain)

//Similar to Faculty Survey//

1. Were the converted courses to distance education prompted by the outbreak of COVID-19 manageable to you? Yes No
   1. If yes, please list and describe what approach or tools used by your professors helped.
   2. If no, what do you think your professors or the school could have done to make your course work more manageable?

//Similar to Faculty Survey//

1. What made your Professor’s presence this online environment more ‘visible’? [How did you know the instructor was there?]

\_\_\_ Announcements

\_\_\_ Emails

\_\_\_ Written feedback provided in discussion forums

\_\_\_ Written feedback provided in assignments, exams, papers

\_\_\_ Audio or video feedback on assignments, exams, progress, check ins

\_\_\_ Google Docs collaboration with Professor synchronously

\_\_\_ Phone call to discuss work

\_\_\_ Virtual video conference where I could talk and ask questions to the professor

\_\_\_ Recorded lectures so I could hear or/and see the professor

\_\_\_ Other

1. What type of online communication did you like the most?

\_\_\_\_\_ Asynchronous only

\_\_\_\_\_ Synchronous only

\_\_\_\_\_ Some blend of both

\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

//Should we state – select top 3 or 5//

1. Which of the following did you find easiest to use in your Spring 2020 courses?
   1. Kcc email
   2. Webex
   3. Zoom
   4. BlackBoard collaborate
   5. Facebook
   6. Google classroom
   7. Google docs
   8. MS Teams
   9. Dropbox
   10. YouTube
   11. Yuja
       1. Screencast-o-matic or some screen capture or webcam software
       2. Google Voice
       3. Microsoft Word
       4. WordPress
       5. CUNY Academic Commons
   12. Other

//Similar to Faculty Survey//

1. Did your instructor conduct synchronous sessions to deliver content during the Spring 2020 semester? Yes No

10A. If yes, how often and how long?

* 1. As frequent as my in-person class schedule and at the same time (one hour, three times per week)
  2. As frequent as my in-person class schedule but at a different time (one hour, three times per week)
  3. Less frequent than my in-person class meeting times for the purpose of discussion, review or office hours.
  4. Optional sessions
  5. Alternative options to synchronous (please describe) \_\_\_\_\_\_\_\_\_\_\_

10B. If no, how did your Professor communicate with you? \_\_\_

1. I found it helpful to watch online recorded lectures of my professor.

\_\_Agree \_\_Not Agree/Not Disagree \_\_Disagree \_\_Did not Experience this

1. I found it helpful to attend virtual live meeting with my professor in case I had questions.

\_\_Agree \_\_Not Agree/Not Disagree \_\_Disagree \_\_Did not Experience this

1. I found it easy to manage my time at home rather than meet the professor in-person.

\_\_Agree \_\_Not Agree/Not Disagree \_\_Disagree \_\_Did not Experience this

1. I found it helpful to have the flexibility of completing assignments and watching videos at any time of the day, without needing to physically go to class.

\_\_Agree \_\_Not Agree/Not Disagree \_\_Disagree \_\_Did not Experience this

1. Please rate the following statements from 1: best/most preferred to 5: least preferred

\_\_\_\_\_ I want to enroll in a **fully online** course, where I have full flexibility to do the work and I do not need to physically meet the professor.

\_\_\_\_\_ I want to enroll in a **hybrid**/blended course where I see the professor at least one time a week in a classroom and I also use the online learning environment.

\_\_\_\_\_ I want to enroll in **face-to-face** (in-person) courses where I see the professor a certain number of times a week in a classroom.

\_\_\_\_\_ I want to enroll in **web enabled** **face-to-face (in-person)** courses where I see the professor a certain number of times a week in a classroom, but I also use the online learning environment.

\_\_\_\_\_ **Other** [Please specify what features you would like]

1. Which technology did you use the most to complete your coursework? [Please choose one]
   * Phone
   * Tablet
   * Laptop/Computer [expand if this clicked] – Please choose one
     + Your own computer
     + Work computer
     + A friend of family's computer
     + Loaned
2. What technology was not available to you that you think could have been beneficial to your course.

* Hardware (PC, tablet)
* Software
* Connectivity
* Other

1. What else could have made the online learning easier for you during Spring 2020?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What learning experience during Spring 2020 would you like to carry over in the future semesters?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_