

Distance Education Action Plan

The plan for expansion of distance education includes the following goals, objectives, and tasks.

GOALS	OBJECTIVES	TASKS
Assure online students receive a quality educational experience.	<p>Develop quality standards for all online courses</p> <p>Comply with ACCJC Policy on Distance Learning</p> <p>Meet the Chancellor’s Office distance education guidelines</p> <p>Establish pedagogical guidelines for online classes</p> <p>Develop a system for continuous quality improvement</p>	<p>Combine best practices of successful online programs with ACCJC and CCCCO policies and standards</p> <p>Implement distance education quality standards adopted by the Academic Senate</p> <p>Develop and implement procedures that conform to the ACCJC distance education policy</p> <p>Apply for substantial change with the ACCJC.</p> <p>Develop and implement procedures that conform to the CCCCO distance education guidelines</p> <p>Define how “regular effective contact” will be maintained by online instructors</p> <p>Meet the CCCCO’s distance education requirements</p> <p>Review best practices for online classes and adapt to the CR</p> <p>Incorporate pedagogical guidelines into online faculty evaluation</p> <p>Develop a process to review student success in online classes annually</p> <p>Conduct an annual opinion survey of online students and faculty</p> <p>Use the program review process to guide improvements to the distance education program</p>

<p>Develop a system of support for online students and faculty.</p>	<p>Provide online student services</p> <p>Provide technical support for online students</p> <p>Provide training opportunities for online instructors</p> <p>Provide technical support for faculty</p>	<p>Expand current online student services to include online advisement</p> <p>Create a tool that helps students assess their readiness to take online classes</p> <p>Create an online orientation for students</p> <p>Analyze current technical support requests, distinguishing between type and timing of requests</p> <p>Assure that the IT staff has sufficient resources to provide the technical support for students identified by the analysis</p> <p>Develop a training program for online instructors that covers pedagogy, best practices, and technical issues</p> <p>Evaluate existing online training programs offered by organizations such as @ONE</p> <p>Develop a formal system for continuing faculty support through a faculty coordinator</p> <p>Create and support positions that will help faculty with the design of online courses</p> <p>Assure that the IT staff has sufficient resources to provide the technical support for faculty</p>
<p>Create a distance education organizational structure and decision making system that integrates the distance education program into the college's planning and budgeting process.</p>	<p>Establish an administrative structure that supports distance education</p>	<p>Create a DE Advisory Committee that provides input from college departments and constituencies</p> <p>Incorporate distance education into the college's planning and budgeting process</p> <p>The current budget model assumes each campus site to be a separate cost center responsible to "break even." The college must solve the question of which site gets credit for distance course</p>

	<p>Develop policies and procedures relating to online instructors</p>	<p>development and implementation.</p> <p>Develop a centralized process for scheduling online classes</p> <p>Establish a process for hiring online instructors</p> <p>Establish an evaluation process for online instructors</p> <p>Establish policies for load, class size, office hours, and assignment of distance education sections</p> <p>Establish an intellectual property rights policies for online courses</p>
<p>Create systems that assure reliable, efficient, accessible, cost effective, and pedagogically sound delivery of distance education content.</p>	<p>Decide which distance education modalities the college will use</p> <p>Explore target sites and determine specific distance education modalities needed.</p> <p>Adopt a course management system that meets the current and future needs of the college as the program grows</p> <p>Adopt an authentication process</p> <p>Adopt procedures to minimize online plagiarism</p> <p>Create a distance education program that meets current accessibility standards</p>	<p>Use a cost/benefit analysis of different delivery systems to determine which to support</p> <p>Investigate and evaluate costs/benefits of serving difficult-to-reach sites such as regional high schools (e.g. South Fork), Humboldt County Correctional Facility, Pelican Bay State Prison, and Karuk Panamnik Library/Community Computer Center</p> <p>Develop a rubric for evaluation of CMS and decide on a decision-making process for selection</p> <p>Provide adequate time and support for faculty to migrate existing content to the new system</p> <p>Conduct a cost/benefit analysis of different authentication systems</p> <p>Adopt a campus wide anti-plagiarism software program</p> <p>Incorporate anti-plagiarism section into online teach and student training</p> <p>Develop a system that will test accessibility levels of courses delivered through various distance education modalities used</p>

		Incorporate accessibility design into the training program for instructors
Expand online course offerings.	<p>Identify opportunities for new online courses and programs</p> <p>Develop an online degree program</p> <p>Develop transfer paths for online students</p> <p>Successfully market online courses</p> <p>Position the college as a leader in online education</p> <p>Seek federal, state, and private grants to support the distance education program</p>	<p>Conduct a survey of faculty to measure interest in teaching online, concerns about online education, and training needs</p> <p>Target high enrollment sections</p> <p>Identify niche programs that could deliver courses to specialized populations</p> <p>Provide incentives to encourage the development of targeted online courses</p> <p>Work with the curriculum committee to create an online degree path</p> <p>Develop partnerships with four-year universities to create transfer paths for online students</p> <p>Develop and implement a marketing plan for online courses</p> <p>Increase participation of college distance education leaders in state and national DE organizations</p> <p>College distance education leaders make presentations at national and state conferences</p> <p>Identify available grants from the public and private sectors that could provide funding for expansion of online courses</p> <p>Develop partnerships with four year colleges, private corporations, and non-profit institutions to jointly seek grants to expand online courses</p> <p>Work with local, state, and federal government officials to secure their support for grant applications</p>

<p>Ensure availability of online instructors to support the distance education curriculum.</p>	<p>Recruit instructors to teach distance education courses</p>	<p>Solicit faculty to teach online. For program stability, target full-time and associate faculty, filling staffing gaps with instructors who are currently teaching at other colleges. NOTE: Section 55208 in 2008 Distance Education Guidelines established by the Chancellor's Office must be followed.</p>
<p>Ensure appropriate administrative policies and procedures are in place to support distance education growth.</p>	<p>Identify issues and barriers and develop possible solutions</p>	<ul style="list-style-type: none"> ○ Form a standing distance education steering committee to assist administration.