Distance Education Strategic Plan

2014-2015

Progress Report 2014-2015

Contents

(The following are from the Goals for the 2013-14 Academic Year)

Goal #1: Broaden distance education course offerings to meet the needs of Cañada students.

We survey the online students every semester and during the summer. In this survey we ask what additional courses they need for their educational goals and what courses are they hoping to take online. In addition, we have used the list of planned course offerings for the OEI as a guide. Using this information, we have been slowly increasing our online offerings. Summer continues to have the most demand for online courses.

Objective 1.1: Determine the overarching goals of the College in terms of distance education.
At the beginning of the 13/14 academic year we had a meeting with the VPs to determine the overarching goals of the College around distance education. The leadership of the College continues to ignore this request, thus there are no overarching goals from the College. 0% complete.

Objective 1.2: Continue to monitor online offerings and enrollment to allow planning for future offerings. Share the reflections with Deans and faculty to ensure planning and scheduling allow growth as indicated by the data review.
Each semester the online enrollments are tracked and graphed. Graphs are presented to the President's cabinet. In addition, the Deans regularly discuss areas in which there is student interest in online education and how we might meet this need. 100% complete, but an ongoing activity.

Objective 1.3: Continue to survey our students to determine which students are looking for online education and which courses they would be taking.
Surveys continue to be administered every semester and in the summer. The survey was not administered in the spring 2015 because the school administered several surveys. 100% complete, but an on-going activity.

Goal #2: Develop a community of well---trained DE faculty members

The faculty in the DEAC remain the core of online instructors. Representatives from the College have been working in conjunction with representatives from CSM and Skyline to develop a district-wide professional development program for online education. It is proposed that this include a district-wide standard for readiness to teach online and use of the OEI rubric for evaluation of online courses. In addition, the proposed peer consultation process would develop a community of well-trained faculty across the district.

Objective 2.1: Continue to provide training and support for faculty interested in teaching via distance education
The instructional designer continues to provide group and individual instruction in online education and technology support for all faculty until the position ended June 30, 2015. This position was funded by Measure G and will

need continued support from the school (resource allocation).
Instructional designer or technologist is key personnel in the proposed district-wide professional development program. 10% complete and ongoing resource need.

Objective 2.2: Work with and through the district DEAC to coordinate faculty development through STOT training and through @One
This objective has been replaced by the development of a district-wide faculty development program for online instructors. The program would replace STOT training. 15% complete.

Objective 2.3: Encourage faculty to attend DE conferences and share their experience with their colleagues
Faculty are encouraged to attend conferences. The administrative lead and several faculty attended the regional Academic Senate conference on the OEI. 100% complete, but an ongoing activity.

Objective 2.4: Update and share the Distance Education Handbook with faculty
The Handbook was updated in the fall of 2014 and made available on the distance education web page of the Canada College website. This objective is 100% completed, but the handbook needs regular review and updating.

Objective 2.5: Finalize and implement the faculty checklist for distance education assignments
Faculty checklist was finalized and implemented for the Science Division. It was shared with all Deans, but has not been utilized. As there have been no changes, it becomes somewhat redundant to send it out every semester to experienced faculty. Still useful for new faculty. 90% complete.

Objective 2.6: Develop plan to fund distance education training and the instructional designer once funding from Measure G ends.
This objective is now folded into the district-wide professional development program under development. This proposal will go to the district for funding. 15% complete.

Goal #3: Increase student awareness, retention, and success
The DEAC continually monitors the progress of the OEI and their programs for student success. The OEI has developed student readiness modules that are available at no charge to the entire community. In addition, they have contracted with NetTutor for online tutoring services and non-OEI schools may participate within the contract. The OEI is currently working on test proctoring and online counseling. Progress will continue to be monitored and products and services adopted when available and appropriate.

Objective 3.1: Continue to routinely assess and review the performance of students in online compared to face-to-face classes.

This objective is completed each year. 100% complete, but an ongoing need.

Objective 3.2: Continue to monitor services to students enrolled in distance education to ensure access to services
This objective is monitored by the student survey and by evaluation of student services activities. 100% complete, but an ongoing need.

Objective 3.3: Recruit and train a cadre of student tutors for online tutoring with an emphasis on writing and math.
This objective has not been met. There are continuing discussions about online tutoring and the platform that might be used. In addition, tutors hours can be purchased through a vendor or through training of our own students. Which to use has not been decided.

Objective 3.4: Assess the usage and effectiveness of online tutoring
Online tutoring continues to be a work in progress. The Learning Center has piloted some limited hours for online tutoring. Other than tracking usage, no assessment of the online tutoring has been completed. Discussion district-wide has been on adopting the OEI online tutoring service. The platform is free and will soon be in use in the Learning Center. The tutors could be Canada students or employees of NetTutor. Full adoption will require more investigation and a dedicated budget.