**Distance Education Plan: 2009/10 to 2012/13**

**Distance Education Planning Committee**

**Status Report**

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| **Goal #1:** Distance education classes are well integrated into CSM’s institutional quality assessment processes and cycles. |
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| **Objective #1:** Evaluation of teaching in DE courses will be included in faculty evaluation processes. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 1.1.1 District Human Resources and District Collective Bargaining Representatives will work with District Distance Education Advisory Committee and AFT Faculty Bargaining Unit and the District Academic Senate to establish a process to include evaluation of faculty performance in distance education sections of courses. | Spring 2011- Fall 2011 |  |  |  |  |  |  |

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| **Goal #1:** Distance education classes are well integrated into CSM’s institutional quality assessment processes and cycles. |
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| **Objective #2:** Policies and procedures related to instructional administrative oversight of distance education courses including class visits will be developed. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 1.2.1 Recommend that the District Human Resources and District Collective Bargaining Representatives work with the District Distance Education Advisory Committee, AFT Faculty Bargaining Unit and the District Academic Senate to establish processes and policies related to administrative visits to distance education courses. | Spring 2011-Fall 2011 |  |  |  |  |  |  |
| 1.2.2 Establish policies to provide guidelines for instructional administrators related to assigning faculty to teach distance education sections of courses. | Spring 2011-Fall 2011 |  |  |  |  |  |  |

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| **Goal #1:** Distance education classes are well integrated into CSM’s institutional quality assessment processes and cycles. |
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| **Objective #3:** Course approval forms reflect standards based quality assurance expectations for DE courses including appropriateness of course materials and teaching strategies. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 1.3.1 Review Title 5, Distance Education Guidelines along with guidelines and best practices from the State Chancellor’s office, AACJC, and the State academic senate to identify any gaps or additional information that should be included on the COI distance education supplement form. | Spring 2011 |  |  |  |  |  |  |
| 1.3.2 Revise the course approval process to include a formal review by the CSM DEC of new and revised courses that submit DE supplement forms. | Spring 2011 |  |  |  |  |  |  |
| 1.3.3 Improve ease of use and instructions on how to complete and submit the distance education supplement form. | Spring 2011 |  |  |  |  |  |  |

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| **Goal #1:** Distance education classes are well integrated into CSM’s institutional quality assessment processes and cycles. |
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| **Objective #4:** Course sections taught via distance education formats will be systematically included in annual and comprehensive program reviews |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 1.4.1 Determine elements for formative reviews of courses/sections taught via distance education that should be included in annual and comprehensive program reviews( eg. information specifically related to sections taught in a distance education modes that should be systematically included on program review forms and easily extractable) | Spring 2011-Fall 2011 |  |  |  |  |  |  |

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| **Goal #2:** Comprehensive information is communicated to the college community about the range of programs and services available to distance learners. |
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| **Objective #1:** Transferability of CSM’s distance education courses is widely communicated to the college community through a variety of venues. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 2.1.1 Information about the transferability of DE courses to satisfy IGETC requirements and UC’s policy statement about community college compliance with Title 5 will be included in relevant college web pages(esp. Distance Education and the Transfer Center), the college catalog, schedule of classes, distance education course syllabi, and other relevant print and online publications. | Spring 2010 |  |  |  |  |  |  |
| 2.1.2 Provide training for academic counselors, transfer center staff, faculty advisors and other relevant personnel on the transferability of courses completed via distance education. | spring 2011 |  |  |  |  |  |  |

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| **Goal #2:** Comprehensive information is communicated to the college community about the range of programs and services available to distance learners. |
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| **Objective #2:** Eligibility for financial aid for distance education classes is broadly communicated in the campus community. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 2.2.1 Information that financial aid is available to support distance education students in all relevant print and online publications. | Spring 2011 |  |  |  |  |  |  |
| 2.2.2. Provide training for counselors, financial aid staff, and faculty advisors about eligibility for financial aid for students taking distance education earning courses. | Spring 2011 |  |  |  |  |  |  |

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| **Goal #2:** Comprehensive information is communicated to the college community about the range of programs and services available to distance learners. |
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| **Objective #3:** CSM’s Commitment to Distance Education is broadly communicated to the community |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 2.3.1 Statements of ongoing support and commitment to distance education from CSM senior administrators is evident in CSMs internal and external messages. | Spring 2011 |  |  |  |  |  |  |

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| **Goal #2:** Comprehensive information is communicated to the college community about the range of programs and services available to distance learners. |
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| **Objective #4:** Accurate, timely and comprehensive information is readily available about the Distance Education program |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 2.4.1 Regular review and updating of relevant internal and external publications and web sites that publish information about the distance education program. | Ongoing |  |  |  |  |  |  |
| 2.4.2 Produce a “Distance Education at CSM” publication in print and online formats. | Fall 2011 |  |  |  |  |  |  |
| 2.4.3 Identify CSM courses taught in DE mode and their and AA/AS, IGETC, CSU GE category | Spring 2011 |  |  |  |  |  |  |
| 2.4.4 Establish a predictable cycle of when distance education courses that satisfy AA/AS IGETC and CSU GE requirements will be offered. | Spring 2011 |  |  |  |  |  |  |

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| **Goal #3:** DE courses have comparable rates of student success, completion and satisfaction to on-campus courses OR have satisfactory rates of success, completion and satisfaction. |
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| **Objective #1:** Improve rates of student retention and success in distance education courses |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 3.1.1 Establish acceptable targets for student success and completion rates in DE courses. | Spring 2011 –Fall 2011 |  |  |  |  |  |  |
| 3.1.2 Identify causes for lower rates of student success and completion in DE courses. | Spring 2011 –Fall 2011 |  |  |  |  |  |  |
| 3.1.3 Identify or develop and implement a program of effective readiness assessment and remediation strategies and support services for students who are not adequately prepared to succeed in DE courses that is linked to registration processes for enrollment in DE courses. | Spring 2011-2013 |  |  |  |  |  |  |

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| **Goal #3:** DE courses have comparable rates of student success, completion and satisfaction to on-campus courses OR have satisfactory rates of success, completion and satisfaction. |
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| **Objective #2:** Improve student satisfaction with Distance Education courses |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 3.2.1 Establish acceptable targets for student satisfaction in DE courses. | Spring 2011 |  |  |  |  |  |  |
| 3.2.2 Identify causes of lower rates of student satisfaction in DE courses. | Spring 2011 |  |  |  |  |  |  |
| 3.2.3 Develop and implement strategies to improve student satisfaction rates in DE courses. | Spring 2011-Fall 2012 |  |  |  |  |  |  |

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| **Goal #4:** Faculty and instructional and student services support staff receive strong institutional support for DE teaching |
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| **Objective #1:** Implement a professional development program for faculty and instructional and student services support staff based on pedagogies and best practices to foster student success |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 4.1.1 Review and evaluate currently available campus and District based professional development options to support faculty teaching in distance education modes. | Spring 2011 |  |  |  |  |  |  |
| 4.1.2 Determine the type of skills and education that faculty and support staff feel would be most beneficial in supporting their development and teaching in distance education modes. | Spring 2011 |  |  |  |  |  |  |
| 4.1.3 Review current professional literature and other sources to identify examples of implementation of best practices for online instructional design and teaching. | Fall 2011 |  |  |  |  |  |  |
| 4.1.4 Develop institutional guidelines for awarding professional development funds to support faculty and staff who want to improve their skills in developing, delivering, and supporting courses taught via distance education. | Spring 2011 |  |  |  |  |  |  |
| 4.1.5 Provide support via professional develop grants to faculty and instructional and student services support staff to improve their skills in delivering and supporting distance education. | Spring 2011 –Spring 2013 |  |  |  |  |  |  |

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| **Goal #4:** Faculty and instructional and student services support staff receive strong institutional support for DE teaching |
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| **Objective #2:** Create policies that define standards, protocols, expectations and support services to guide faculty and instructional administrators in assigning, offering and teaching DE courses. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 4.2.1 Develop policies for instructors on classroom management issues related to distance education teaching such as census, platform choice etc. | Spring 2011 |  |  |  |  |  |  |
| 4.2.2 Develop policies for instructional administrators related to assigning DE sections to instructors that include expectations for relevant training, administrator classroom visitation etc. | Spring 2011 |  |  |  |  |  |  |
| 4.2.3 Develop policies for faculty and students related to expectations related to distance education courses (workload, participation, communication, platform options, ancillary services, etc.) | Fall 2011 |  |  |  |  |  |  |

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| **Goal #5:** Provide comprehensive administrative oversight of the college’s Distance Education Program and develop and maintain a comprehensive, flexible program in a distance education mode that allows students to accomplish their varied educational goals in a reasonable and predictable timeframe. |
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| **Objective #1:** Responsibility for administrative oversight of the college's Distance Education Program is clear, comprehensive and transparent. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 5.1.1 Identify gaps in CSM’s organizational capacity to support a comprehensive Distance Education Program. | Spring 2011 |  |  |  |  |  |  |
| 5.1.2 Develop organization chart for administration of Distance Education Programs and support services outlining personnel and related responsibilities. | Spring 2011 |  |  |  |  |  |  |
| 5.1.3 Assign personnel to appropriate roles to provide leadership, direct-line management, and support for CSM’s Distance Education Program. | Spring 2011 |  |  |  |  |  |  |

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| **Goal #5:** Provide comprehensive administrative oversight of the college’s Distance Education Program and develop and maintain a comprehensive, flexible program in a distance education mode that allows students to accomplish their varied educational goals in a reasonable and predictable timeframe. |
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| **Objective #2:** Develop and maintain a comprehensive, flexible program in distance education mode that allows students to accomplish their varied educational goals in a reasonable and predictable timeframe. |

| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
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| 5.2.1 Regularly review and monitor course offerings to identify gaps, trends, and opportunities for growth. | Spring 2011 |  |  |  |  |  |  |
| 5.2.2 Coordinate instructional administrators to fill DE gaps in programs and develop effective sequencing of courses. | Fall 2011 |  |  |  |  |  |  |