



## **DISTANCE EDUCATION PLAN EXECUTIVE SUMMARY**

DE requires the support and involvement of Academic Services, Administrative Services and Student Services to meet the needs of our diverse student population efficiently and innovatively. This plan was created by the DE Task Force and DECOS comprising faculty and staff who believe that to fully integrate DE into institutional planning, access and support for students, professional development for faculty and staff, curriculum development, and technology support, the following actions are recommended:

Institutional Planning. It is recommended that:

1. DECOS support annual initiatives to educate and recruit faculty knowledgeable about DE to serve on governance committees.
2. The District complete the process to determine if a management position should be created and filled to manage the detailed needs of individual units, support accreditation efforts, and advocate for the digital campus as a whole in the larger governance structure.
3. The District complete the process to determine if a full-time computer services Learning Management System (LMS) Administrator position should be created and filled as a classified position.
4. The approved DE Plan be shared District-Wide to support decision making.
5. DECOS review and report on the DE plan annually.

Access and support for students. It is recommended that the District:

1. Provide 24/7 access to a Learning Management System (LMS)
2. Maintain the synchronization of Banner and Learning Management System (LMS)
3. Assist students who need help with Learning Management System (LMS)
4. Ensure accessibility for students with disabilities
5. Monitor Last Day of Attendance
6. Increase preparedness of students taking DE courses
7. Develop and maintain student services DE students can access online

Professional development for faculty/staff. It is recommended that the District:

1. Maintain a standard for distance education instruction.
2. Provide Faculty and Staff with the resources required to support our distance education students.
3. Support the Online Teaching Certificate Program (OTCP)

Curriculum. It is recommended that the faculty:

1. Analyze the relevance of DE programs
2. Maintain an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes through Program Review processes and learning outcomes assessment cycles.
3. Ensure that DE courses are included in the analysis of student learning in the same way that traditional classes are.
4. Compare assessment measures with comparable measures related to traditional face-to-face classes.
5. Monitor program development and assess program outcomes regularly.
6. Follow approved course outlines and Distance Learning Addendum (DLA) of record.
7. Present course objectives, learning outcomes, and requirements in each course.
8. Encourage the posting of assignments, due dates, and test dates at the beginning of course or in a way to give reasonable preparation time.
9. Describe any face-to-face testing or in person lab situations clearly in the syllabus.
10. Encourage the use a variety of teaching strategies, or methodologies, in online classes to support active engagement with content and with each other.
11. Review DLA at regular intervals.
12. Review instructional materials regularly to maintain currency and effectiveness as part of the course outline update process.
13. Encourage DE faculty to contact students at least one week before the beginning of the course to inform them about how to begin.
14. Provide information to students about the types and frequency of communication, including feedback to students on assignments, notifying students about how to contact the instructor, notifying students about any unexpected instructor absence or expected delay in communications.
15. Maintain mechanisms which support communication within classes, including, but not limited to, announcements, Frequently Asked Questions (FAQ), discussion forums, journals, emails, early warning or alert systems, posted class schedules, due dates, feedback on assignments, course grade or progress, and reminders.

Technology. It is recommended that the District:

1. Provide 24/7 access to a Learning Management System (LMS).
2. Provide 24/7 COS Network access.
3. Provide support to students, faculty and staff in use of LMS through on-campus support personnel.
4. Ensure students are aware of the technology requirements of DE courses.
5. Provide training to support faculty with technology use in the classroom and use of the course management system, or other required technologies.
6. Provide technology failure policies and procedures.