Crafton Hills College
Distributed Education Plan

Entity	*Plan Name*	*Name of Preparer*	*Date*
Educational Technology Committee (ETC)	*Distributed Education Plan*		

Goal	1 Identify the role of distributed education at Crafton Hills College.

Objective			**Original Timeline/Deadline**	**Revised Timeline/Deadline**	**Point Person or Group**
1.1 Gather information regarding DE including appropriate data regarding DE at CHC and models of DE at other institutions.					ETC
Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	**Status Code***	**Progress Description**		**Measurements/Documentation of Progress** *(Edit as needed to match Actions/Activities)*	
Continue to collect data regarding # of sections, # of students, and retention/success in DE courses.				Data results	
Collect data regarding levels of student preparation for and cost effectiveness of DE courses.				Data results	
Investigate different models of DE programs at other institutions of comparable size and mission.				Research documents	

Objective			**Original Timeline/Deadline**	**Revised Timeline/Deadline**	**Point Person or Group**
1.2 Facilitate campus-wide discussion regarding the role and purpose of DE at CHC.					ETC
Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	**Status Code***	**Progress Description**		**Measurements/Documentation of Progress** *(Edit as needed to match Actions/Activities)*	
Conduct surveys and/or hold campus forums seeking input about the role and purpose of DE at CHC.				Survey, presentation notes, minutes from forums	
Distribute information collected from these surveys and forums.				E-mails with minutes and data result attachments.	

Objective			**Original Timeline/Deadline**	**Revised Timeline/Deadline**	**Point Person or Group**
1.3 Make recommendations to Crafton Council and Academic Senate about the mission, role and purpose of DE at CHC.					ETC
Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	**Status Code***	**Progress Description**		**Measurements/Documentation of Progress** *(Edit as needed to match Actions/Activities)*	
Create a mission and vision for DE program based on collected data and input.				Mission, vision and plan for DE	
Secure approval of DE mission and vision by Crafton Council and Academic Senate and commitment of resources necessary.				Crafton Council minutes, Academic Senate minutes, evidence of allocation of necessary resources.	

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Goal	2 Increase resources for the development, implementation and support of DE courses.

Objective		Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
2.1 Assess current needs in light of decision regarding the role, purpose and mission of the DE program.				ETC
Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	**Status Code***	**Progress Description**		**Measurements/Documentation of Progress** *(Edit as needed to match Actions/Activities)*
Conduct survey and/or focus groups with faculty regarding needs.				Survey, announcement of survey and/or focus groups, data results
Conduct surveys and/or focus groups with students regarding needs.				Survey, announcement of survey and/or focus groups, data results

Objective		Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
2.2 Coordinate on-site needs and resource with the resources of the district.				Vice President, Instruction (VPI) and Executive Director, DETS
Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	**Status Code***	**Progress Description**		**Measurements/Documentation of Progress** *(Edit as needed to match Actions/Activities)*
Meet with DETS to clarify district resources available to the college.				ETC minutes; clear and complete record of district resources
Communicate in a regular fashion resources available to faculty through the college and/or district.				Memos to faculty

Objective		Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
2.3 Identify responsible parties for the acquisition of required resources				VPI
Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	**Status Code***	**Progress Description**		**Measurements/Documentation of Progress** *(Edit as needed to match Actions/Activities)*
Agendize, discuss and decide on responsible party or parties.				Minutes from Crafton Council

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Objective		Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
2.4 Acquire necessary human and technological resources necessary to operate DE courses and program effectively				VPI, ETC
Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	**Status Code***	**Progress Description**	**Measurements/Documentation of Progress** *(Edit as needed to match Actions/Activities)*	
Communicate resources needs to responsible party.			Memo to responsible party	
Purchase required technological resources			Purchase requisition	
Hire instructional designer/DE coordinator.			Individual in position	

* Status Code: C = Work is Completed, U = Work is Underway, S = Work is Scheduled to begin on a reasonably firm date, P = Work is Planned but not yet firmly scheduled
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Goal	3 Increase the knowledge and skill of current and prospective faculty.

Objective	Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
3.1 Increase the skill level of current and prospective faculty in the use of Blackboard			ETC, District Blackboard Administrator

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Offer continued professional development workshops on Blackboard.			Announcements of workshop, attendance rosters, materials, evaluations
Develop, implement and evaluate faculty mentoring program			Mentoring guide, list of mentors, record of mentoring activities, evaluations

Objective	Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
3.2 Increase the skill level of current and prospective faculty in the use of other technologies appropriate for DE.			

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Identify and prioritize other technologies the use of which is appropriate for DE.			ETC minutes, faculty needs list from 2.1
Offer professional development workshops on emerging and other technologies			Announcement of workshop, attendance rosters, materials, evaluations
Develop, implement and evaluate faculty mentoring program			Mentoring guide, list of mentors, record of mentoring activities, evaluations

Objective	Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
3.3 Facilitate dialogue among faculty regarding best practices in DE.			

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Offer professional development workshops regarding best practices in online pedagogy.			Announcements of workshops, attendance rosters, materials, evaluations
Facilitate sharing of best practices through brown bag meetings and other means.			Announcements of workshops, attendance rosters, materials, evaluations
Develop and implement mentoring program for faculty current or prospective DE faculty.			Mentoring guide, list of mentors, record of mentoring activity, evaluations

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Goal	4 Provide a full range of services and support for student taking or preparing to take DE courses.

Objective	Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
4.1 Facilitate the development and implementation of online services including those in Student Services, Library and Tutoring Services and the Bookstore.			VPI and Vice President, Student Services (VPSS)

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Research what online services exists, needs and gaps in services			List of services available, needs list from 2.1, ETC minutes
Update and create online support services as needed			Online services offered
Evaluate and revise services as needed			Evaluative report, changes made to programs

Objective	Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
4.2 Further develop the CHC Online portal.			

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Create ability to dynamically search all online courses			Content posted and complete
Create student and faculty profiles			Content posted and complete
Update content as needed and evaluate portal effectiveness			Content posted and complete, ETC minutes, evaluative report

Objective	Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
4.3 Assess the existing and future support needs of students in DE courses.			ETC

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Conduct survey and/or focus groups with faculty regarding needs.			Survey, announcement of survey and/or focus groups, data results
Conduct surveys and/or focus groups with students regarding needs.			Survey, announcement of survey and/or focus groups, data results

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Goal	5 Evaluate the effectiveness of individual DE courses and the DE program at CHC.

Objective		Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
5.1 Evaluate the effectiveness of DE courses.				ETC

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Continue to administer and evaluate results of online course effectiveness surveys.			Survey results, ETC minutes
Continue to collect retention/success data for DE courses as compared to comparable face-to-face courses.			Data reports
Discuss results and make recommendations for improvements or professional development as needed			ETC minutes

Objective		Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
5.2 Create and maintain a feedback loop between ETC, faculty and administration regarding the effectiveness of DE courses and instructors.				ETC

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Share survey, retention and success data with faculty and deans.			Memo with data attachments
Report any concerns raised regarding instructor effectiveness to appropriate dean for follow-up			ETC minutes, memo to dean

Objective		Original Timeline/Deadline	Revised Timeline/Deadline	Point Person or Group
5.3 Participate in the program review process if appropriate.				ETC

Actions/Activities *(Edit as needed to reflect actual accomplishments or plans)*	Status Code*	Progress Description	Measurements/Documentation of Progress *(Edit as needed to match Actions/Activities)*
Based on results of Goal 1, determine whether DE is a program /planning unit.			Document created as a result of 1.3
Conduct program review and complete annual planning documents as appropriate			Program review document, annual planning documents.