

10. Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

Updating this Question is Required on the Annual Plan!

Rubric Item: Reflect on your responses to all the previous questions. Complete the Four-Year Action Plan, entering the specific program goals ([goal rubric](#)) and objectives ([objective rubric](#)) you have formulated to maintain or enhance your strengths, or to address identified weaknesses.

In writing your objectives and developing your resource requests, take into account student learning and program assessment results. Assign an overall priority to each goal and each objective. In addition, enter any actions and/or resources required to achieve each objective. (Click here to see a definition of [goals](#), [objectives](#), [actions](#), and how they work [together](#).)

- **1 - Goal - Acquire Institutional Support of the DE Program**

Priority Rank:

1

Objectives:

- **1.1 - Objective - Increase release time to 100% for DE led.**

Priority Rank:

1

Start Date:

08/01/2018

End Date:

07/31/2019

Responsible Person:

VPI

Strategic Direction:

7. Develop Programs and Services

Impact Type:

District Wide

Institutional Learning Outcome:

Not Applicable

Resource Requests:

- **1.1.r1 - DE led / coordinator**

Description

Increase DE coordinator to full-time in order to facilitate, oversee and implement the revised DE plan actions, development activities and to provide regular support for DE Faculty and Students

Rationale

Increase DE coordinator to full-time in order to facilitate, oversee and implement the revised DE plan actions, development activities and to provide regular support for DE Faculty and Students

Resource Type:

Ongoing

Expenditure Category:

Cert Non-Mgt. Non-Teach (1283)

First Year Cost/Savings:

\$95,000.00/\$0.00

Second Year Cost/Savings:

\$95,000.00/\$0.00

Third Year Cost/Savings:

\$95,000.00/\$0.00

o **1.2 - Objective - Campus based support for Distance Education**

Priority Rank:

2

Start Date:

08/01/2018

End Date:

07/31/2019

Responsible Person:

CHC DE Coordinator

Strategic Direction:

8. Support Employee Growth

Impact Type:

Site

Institutional Learning Outcome:

Not Applicable

Resource Requests:

▪ **1.2.r1 - DE Instructional Designer**

Description

Increase DE coordinator to full-time in order to facilitate, oversee and implement the revised DE plan actions, development activities and to provide regular support for DE Faculty and Students

Rationale

Increase DE coordinator to full-time in order to facilitate, oversee and implement the revised DE plan actions, development activities and to provide regular support for DE Faculty and Students

Resource Type:

Ongoing

Expenditure Category:

Cert Non-Mgt. Non-Teach (1283)

First Year Cost/Savings:

\$95,000.00/\$0.00

Second Year Cost/Savings:

\$95,000.00/\$0.00

Third Year Cost/Savings:

\$95,000.00/\$0.00

▪ **1.2.r2 - DE Learning Center**

Description

Designate one office and lab for the use to provide development in teaching and learning for online teaching faculty physical office for DE Coordinator and Instructional Course Designer

Rationale

Provide development in teaching and learning for online teaching faculty physical office for DE Coordinator and Instructional Course Designer

Resource Type:

Ongoing

Expenditure Category:

Maintenance Agreements - Building (5634)

First Year Cost/Savings:

\$10,000.00/\$0.00

Second Year Cost/Savings:

\$10,000.00/\$0.00

Third Year Cost/Savings:

\$10,000.00/\$0.00

- **2 - Goal - Enhance DE Instructional tools**

Priority Rank:

3

Objectives:

- **2.1 - Objective - Add more Audio / video tools**

Priority Rank:

3

Start Date:

08/01/2019

End Date:

07/31/2020

Responsible Person:

VPI

Strategic Direction:

7. Develop Programs and Services

Impact Type:

Site

Institutional Learning Outcome:

5. Information Literacy

Resource Requests:

- **2.1.r1 - DE teaching tools**

Description

Add audio-video tools

Rationale

Enhance DE education

Resource Type:

Ongoing

Expenditure Category:

Instructional Supplies (4300)

First Year Cost/Savings:

\$10,000.00/\$0.00

Second Year Cost/Savings:

\$10,000.00/\$0.00

Third Year Cost/Savings:

\$10,000.00/\$0.00

- **3 - Goal - Develop a Quality DE Program and update the faculty approval process**

Priority Rank:

4

Objectives:

- **3.1 - Objective - CHC DE faculty will understand and apply best practices for Online Teaching and Learning**

Priority Rank:

4

Start Date:

02/01/2016

End Date:

06/30/2020

Responsible Person:

CHC DE Coordinator

Strategic Direction:

3. Develop Teaching and Learning Practices

Impact Type:

Site

Institutional Learning Outcome:

Not Applicable

Resource Requests:

- **3.1.r1 - Staff Development**

Description

Work with the Professional Development Coordinator to develop and offer workshops related to best practices for online teaching and learning including inservice training and support on the use of technological media, tools, materials to enhance content delivery in both F2F and DE courses. And/or provide off-site conference attendance for faculty and staff on the adopted LMS as well as other high demand technology-related topics

Rationale

Provide the support to enhance DE faculty will understanding and use of best practices for Online Teaching and Learning.

Resource Type:

Ongoing

Expenditure Category:

Conference and Travel (5200)

First Year Cost/Savings:

\$25,000.00/\$0.00

Second Year Cost/Savings:

\$2,500.00/\$0.00

Third Year Cost/Savings:

\$25,000.00/\$0.00

Actions/Activities:

- **3.1.a1 - Provide PD on how DE instructors can provide clear and understandable explanations**

Overall, students evaluating the distance education courses highly rated all of the services provided. However, in some areas some minor improvements are indicated. Specifically 96% of students agreed that instructors used explanations that were clear and understandable. This was identified as a possible improvement area since it was one of the lower rated areas.

Responsible Person:

DE Faculty Lead

- **3.1.a2 - Provide PD on how DE instructors can improve in responding to email in a timely manner.**

When examining the open-ended responses to the most recent course evaluation, some of the students did not feel that instructors responded to email in a timely manner. The DE Faculty Lead will provide best practice information to DE instructors on email response time in the following formats: Monthly best practices newsletter, on the web site, and in the hub.

Responsible Person:

DE Faculty Lead

- **3.1.a3 - Provide PD on how DE instructors on the best days to turn in work.**

The most recent course evaluation survey found that 58% of online students work 20 or more hours a week. When reviewing this information in an ETC meeting, the faculty felt that there needs to be PD on how to identify the best day and times to turn in work.

Responsible Person:

DE Faculty Lead

- **4 - Goal - DE Students will have the same access to both academic and student services resources as traditional students**

Priority Rank:

5

- **5 - Goal - Promote and support Student Success in DE courses**

Priority Rank:

6

Objectives:

- **5.1 - Objective - Student will understand the challenges and be able to assess their readiness to learn and be provided an opportunity to experience the LMS prior to enrolling in a DE course**

Priority Rank:

6

Start Date:

07/15/2016

End Date:

06/01/2020

Responsible Person:

CHC DE Coordinator

Strategic Direction:

1. Promote Student Success

Impact Type:

Site

Institutional Learning Outcome:

5. Information Literacy

Resource Requests:

▪ **5.1.r1 - Student Readiness**

Description

Provide training for student services staff and counselors as to what skills are needed by students to succeed in DE courses.

Rationale

Training for student services staff and counselors as to what skills are needed by students to succeed in DE courses.

Resource Type:

Ongoing

Expenditure Category:

Conference and Travel (5200)

First Year Cost/Savings:

\$5,000.00/\$0.00

Second Year Cost/Savings:

\$5,000.00/\$0.00

Third Year Cost/Savings:

\$5,000.00/\$0.00

• **6 - Goal - CHC DE Policies and Procedures will be current and effective**

Priority Rank:

7

Objectives:

- **6.1 - Objective - Provide the support needed to include either captions (alt text, closed captioning and/or appropriate signage) for all course embedded graphics, media and video**

Priority Rank:

7

Start Date:

08/19/2016

End Date:

06/01/2020

Responsible Person:

DE Coordinator

Strategic Direction:

4. Expand Access

Impact Type:

Site

Institutional Learning Outcome:

Not Applicable

Resource Requests:

▪ **6.1.r1 - Accessibility of DE program**

Description

Provide Faculty support for closed captioning and accessibility standards and to ensure all courses include a list of services, appropriate links and contact information for CHC DSPS offices and services.

Rationale

Support for closed captioning and accessibility standards and to ensure all courses include a list of services, appropriate links and contact information for CHC DSPS offices and services.

Resource Type:

Ongoing

Expenditure Category:

Cert Non-Mgt. Non-Teach (1283)

First Year Cost/Savings:

\$30,000.00/\$0.00

Second Year Cost/Savings:

\$30,000.00/\$0.00

Third Year Cost/Savings:

\$30,000.00/\$0.00