

ONLINE EDUCATION PLAN 2021-2024

EXECUTIVE SUMMARY

The growing prominence of online education at the state level through well-funded initiatives such as the California Virtual

OUTCOMES

The three major outcomes for the Online Education Plan are:

Outcome #1: Systematize Professional Development for Online Education

Standardize and implement a training and professional development program for faculty.

- Provide additional professional development opportunities in online education beyond introductory training.
- Increase professional development opportunities for administrators and staff.

Outcome #2: Coordinate Student Support

- Develop, grow and sustain an Online Support Hub for all students.
- Improve the availability of support services for students enrolled in online courses.
- Develop a student guide for taking online courses.

Outcome #3: Align Institutional Practices

- Revisit and continuously improve the approval process for online courses/addenda
- Provide guidance for standardized practices to ensure consistent hiring for online teaching positions.
- Regularly review data on online education, including DEI outcomes, success and retention, and create viable action
- Become a full teaching and home college on the CVC Course Exchange.

INTEGRATED PLANNING PROCESSES

This plan aligns with the college's mission, vision and values, which emphasize empowering a diverse student body to a

Outcome 1: Systematize Professional Development for Online Education

Objectives	Action Steps	Due Date	Party Responsible
1.1 Standardize and implement a training and professional development program for faculty.	1.1.1 Consolidate professional development offerings through ITL or other central location for easy access.		Dean of OELR, ITL Leads
	1.1.2 Develop and launch an online Faculty Support Hub to centralize support for online education and other faculty needs.		Dean of OELR, Faculty OE Coordinators

	1.1.3 Assess effectiveness of and need for continued OEC Level 1 and OEC Level 2 offerings to fill training needs of new online faculty.		Dean of OELR, OPRA
	1.1.4 Increase opportunities for growing POER program on campus.		Dean of OELR, POER Lead
1.2 Provide additional professional development opportunities in online education beyond introductory training.	1.2.1 Provide training and support around Zoom Bombing and other strategies for live synchronous teaching		Dean of OELR/Faculty Center
	1.2.2 Develop and offer course on equitable teaching practices in online courses.		Dean of OELR/Faculty OE Coordinators
	1.2.3 Develop and offer course for STEM faculty on use of authentic assessments.		Dean of OELR/Faculty OE Coordinators
	1.2.4 Offer training and professional development opportunities for simultaneous streaming/online teaching.		Dean of OELR/Director of Technology
1.3 Increase professional development opportunities for administrators and staff.	1.3.1 Offer annual training on online education course design to deans/chairs.		Dean of OELR/ Faculty OE Coordinators
	1.3.2 Annually assess professional development needs of key classified staff and provide opportunities and support for development.		Dean of OELR
	1.3.3 Provide support to instructional technologists to attend at least two major technology/LMS related conferences annually.		Dean of OELR

Outcome 2: Coordinate Student Support

Objectives	Action Steps	Due Date	Party Responsible
2.1 Develop, grow and sustain an Online Support Hub for all students.	2.1.1 Continue to solicit updates and actionable items from various departments to add to hub.		Dean of OELR/Faculty Center
	2.1.2 Advertise/promote hub for great use amongst students.		Dean of OELR/Faculty OE Coordinators
	2.1.3 Provide professional development/support for faculty to promote hub in their courses.		Faculty OE Coordinators
2.2. Improve the availability of support services for students enrolled in online courses.	2.2.1 Invite Counseling faculty/deans/chairs to OE Committee meetings to explore and discuss processes for online counseling appointments.		Faculty OE Coordinators/Deans of Counseling
	2.2.2 Provide ongoing 24/7 online tutoring, both embedded and general tutoring.		Director of Learning Assistance
	2.2.3 Develop and assess Online Student Mentorship program.		Director of Learning Assistance
2.3 Develop a student guide for taking online courses.	2.3.1 Develop “student rights” language in collaboration with key faculty.		Faculty OE Coordinators
	2.3.2 Provide clear helpful language for students on successful online course-taking strategies.		Faculty OE Coordinators
	2.3.3 Partner with faculty and student services to promote the use of the guide for students.		Faculty OE Coordinators
Outcome 3: Align Institutional Practices			
Objectives	Action Steps	Due Date	Party Responsible

3.1 Revisit and continuously improve the approval process for online courses/addenda	3.1.1 Collaborate with curriculum team, online education team and OOI to review processes and refine them as needed.		Faculty OE Coordinators
	3.1.2 Determine best processes and routing for Meta to allow for both quality and timely approvals.		Faculty OE Coordinators
3.2 Provide guidance for standardized practices to ensure consistent hiring for online teaching positions.	3.2.1 In collaboration with faculty and management, develop guidelines for hiring practices to include online experiences.		Faculty OE Coordinators/Dean of OELR
	3.2.2 Provide professional development to deans and chairs at least annually on strategies to assess candidate readiness for online assignments.		Faculty OE Coordinators/Dean of OELR
3.3 Regularly review data on online education, including DEI outcomes, success and retention, and create viable action plans to support continuous improvement.	3.3.1 Annually examine data on online success rates, retention and equity data.		OPRA
	3.3.2 Provide summaries of data findings annually to management and Academic Senate, along with recommendations for bridging equity gaps.		Faculty OE Coordinators/Dean of OELR
	3.3.3 Update OE Plan to reflect plans for addressing equity gaps.		Dean of OELR
3.4 Become a full teaching and home college on the CVC Course Exchange.	3.4.1 Work closely with District IT to allocate funding for all special projects related to CVC Course Exchange integration.		Dean of OELR

	3.4.2 Collaborate with Financial Aid, Student Services and other departments to meet all criteria for home college status.		Dean of OELR/ Faculty OE Coordinators
	3.4.3 Collaborate with campus leadership to ensure a robust college presence on Course Exchange.		Faculty OE Coordinators/Dean of OELR