

Objectives by Planning Unit and Status

Planning Year: 2018-2019,2016-2017,2017-2018

Planning Year: 2016-2017

Unit Code	Planning Unit	Unit Manager
20200	Distance Education	Tirado, Xochitl

Objective Status: Complete

805	Provide DE Professional Development and Training Provide training for the DE Coordinator and faculty in support of DE program development and student success. Training was provided to faculty. Most of this year's training centered around Canvas. Faculty both (online and face-to-face faculty) had various opportunities to attend Canvas training. DE Coordinator attended several conferences, including: DET/CHE; OTC; SIDICCA; OEI Updated: 10/30/17
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Objective Status: In Progress

813	Improve faculty understanding of DE policies and procedures. Develop a DE Faculty Handbook. This is in progress and should be finalized Spring 2018. Update: 10/30/17
814	Provide a DE Program that is responsive to technological trends and accreditation standards. Develop a 3-year Distance Education Plan. This objective continues to be in progress. It will be completed Spring 2018. Updated: 10/30/17
815	Provide faculty with needed support to develop high-quality online courses for greater student retention and success. Re-organize the DE Program to include additional staffing. This objective has not yet been completed. With the creation of the DE 3-year plan, the hope is that the importance of this objective will become evident. Updated: 10/30/17
816	Provide students with technological support needed to succeed in their courses and complete educational goals. Re-organize the DE Program to include additional staffing support for students. This objective continues to be in progress. This objective will be included in the DE 3-year plan. Updated: 10/30/17

Objective Status: Partially Completed - will no longer pursue

817	Develop educational programming for students incarcerated at the state prisons and county jail. Re-organize the DE Program to include additional staffing. This objective was created before I became DE Coordinator. After being in this position for one calendar year, I have come to conclusion that this objective is no longer under the purview of Distance Education. Update: 10/30/17
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Planning Year: 2017-2018

Unit Code	Planning Unit	Unit Manager
20200	Distance Education	Tirado, Xochitl

Objective Status: In Progress

829	Provide training for DE Coordinator and Faculty Provide training for DE Coordinator and Faculty in support of DE program development and student success.
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Objective Status: Planning

824	Develop a 3-year distance Education Plan Develop a 3-year Distance Education Plan
826	Develop new online/hybrid courses to expand the DE program. Develop new online/hybrid courses to expand the DE program.
828	Develop a DE Faculty Handbook Develop a DE Faculty Handbook.
889	DE Evaluation Team Create an evaluation team composed of faculty members from various departments to evaluated new online courses.

Planning Year: 2018-2019

Unit Code	Planning Unit	Unit Manager
20200	Distance Education	Tirado, Xochitl

Objective Status: In Progress

1053	DE Policies and Procedures Develop a Distance Education Handbook. This handbook will have all DE policies and procedures and will be made available to all faculty.
1054	DE 3-year Education Plan Develop a 3-year Distance Education Plan that will outline the goal of the DE program. This objective will provide a DE Program that is responsive to technological trends and accreditation standards.
1055	DE Professional Development and Training Provide training for faculty: online faculty; face-to-face faculty; DE Committee members, in support of DE program development and student success. DE will provide faculty with three training/staff development opportunities. 1) Regular and Effective Contact 2) Proctorio 3) Canvas A group of six faculty members will attend this year's annual OTC conference. Provide training for students in online success.
1056	Instructional Designer Re-organize the DE Program to include additional staffing. Recruit and hire a full-time Instructional Designer. An instructional designer will provide faculty support in creating online courses that will support all student needs by designing courses based around students' needs.
1057	Student Technology Services Technician Re-organize the DE Program to include additional staffing: support for students. A Student Technology Services Technician will support students with increasing technology needs for student access, success and completion.