WVC Distance Learning Committee
Strategic Plan
2012-2016

WVC Mission Statement

The West Valley College community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.

WVC Distance Learning Committee Mission Statement

Distance Learning at WVC integrates technology-mediated instruction and support services to deliver rigorous education online and to enrich hybrid and face-to-face courses.

Goals

In support of the mission of West Valley College and the WVC Distance Learning Committee (DLC), the following goals and objectives are established:

1) Ensure that the integrity of online courses is on par with face-to-face courses.
   a) Work with the WVC Curriculum Committee to ensure that Title V descriptions of online courses are consistent with face-to-face courses.
   b) Disseminate information and provide clarity on the issue of correspondence courses vs. distance education (a hot topic as identified in (3) below)

2) Improve retention and success rates in online courses.
   a) Provide faculty with information and tools for successful student learning in online courses.
   b) Provide students with information and tools for successful student learning in online courses.

3) Ensure that online courses meet accreditation standards.
   a) Provide faculty with information and training on “hot topics” including, but not limited to:
      i) State authorization
      ii) Last date of attendance
      iii) Correspondence courses vs. distance education, including regular and effective contact
      iv) Student identification
   b) Support development and expansion of online student support services

4) To plan suitable provision of software, hardware, technology, resources and guidance for distance education (for faculty, staff, and administrators).
   a) Learning Management system update and maintenance
   b) Distance Learning website update and maintenance
Projects in Pursuit of Goals

1.a. Ensure that the integrity of online courses is on par with face-to-face courses. Work with the WVC Curriculum Committee to ensure that Title V descriptions of online courses are consistent with face-to-face courses.
   • Beginning Fall 2012: Distance Learning Coordinator serves as active member in the Curriculum Committee to review distance education course proposals.

1.b. Ensure that the integrity of online courses is on par with face-to-face courses, including the difference between correspondence vs. distance education courses.
   • Fall 2013: DE Checklist developed and disseminated to assist faculty in self-assessment of online courses.
   • Spring 2013: Revised draft of Observation Report for faculty evaluation, and Student Survey of online instruction, were developed and approved by the WVC Academic Senate (Feb. 26) and District Academic Senate (March 28). Documents were forwarded by District Academic Senate to the faculty union (ACE) for consideration for use in future evaluations.

2.a. Improve retention and success rates in online courses. Provide faculty with information and tools for successful student learning in online courses.
   • Faculty surveys to determine needs of faculty teaching online and hybrid courses. Survey last conducted 2011; survey planned for Spring 2014.
   • Modules for teaching faculty on how to design & deliver online courses and improve student learning and teaching effectiveness have been conducted every Fall and Spring semesters since 2010 (get figure/number of faculty)
   • Reassessment of online modules to improve faculty participation to begin in Spring 2014.
   • Workshops on effective use of tools available via Angel offered every Fall and Spring, approximately 3-4 each semester. Future workshops to cover regular and effective contact, ADA compliance, improving student retention and success, and using technology.
   • “Tip of the Month” emails to targeted faculty list.
   • Spring 2014: Sponsor “Afternoon Tea Meet and Greet” to promote interaction and support among online faculty, and develop and share best practices.
   • Disseminate information on seminars, conferences, and workshops relating to distance education.

2.b. Improve retention and success rates in online courses. Provide students with information and tools for successful student learning in online courses.
   • June 2012: Readiness strategies were developed for students who want to take online courses.
   • June 2012: Six “Meet your Instructors” videos were developed and posted on eLearning website.
• June 2012: Six videos introducing eLearning and strategies for succeeding in online courses were developed and posted on eLearning website.
• Spring 2014: Regular and Effective Contact Video.

3.a. Ensure that online courses meet accreditation standards. Provide faculty with information and training on “hot topics” including but not limited to (i) state authorization, (ii) last date of attendance, (iii) correspondence vs. distance education, regular and effective contact, and (iv) student identification.
• All College Day Workshops to provide updates on “hot topics”, including participation in Accreditation Arcade in Spring 2014.
• Support Financial Aid office in informing faculty of relevant drop dates each semester.

3.b. Ensure that online courses meet accreditation standards. Support development and expansion of online student support services and online degrees.
• Conversation initiated in May 2012 between DLC and VP Student Services re: online academic counseling; presentation by VP Student Services to DLC re: status of online student services in Fall 2013.
• Continued support of online counseling via email, a service that has been provided for 10+ years.
• Supported Student Services to begin computerized assessments for placement in English and Math for Spring 2014.
• Research of online degrees offered at WVC and other California CCs conducted in date?

4. To plan suitable provision and expansion of software, hardware, technology resources and guidance for classrooms and distance education (for faculty, staff and administrators).
• LMS Search starting Spring 2014. (More info on the process is provided in IT Strategy Addendum.)
• Develop new “About Us” website page with DLC mission, members, agenda, notes/meeting minutes, and strategic plan.
• Coordinate with Student Services to review and improve accessibility, relevance, and effectiveness of both the DL and Student Services websites.