



ONLINE INITIATIVE PROPOSAL
SPRING 2019 (YEAR ONE)



GOALS

1. Increase the number of online course offerings by 5%
2. Provide a productive preparation environment for quality online teaching and learning
3. Develop policies and procedures that increase the effectiveness of the online learning environment

Timeline
Fall 2018-
Spring 2020



GOAL #1 –
Increase the
number online
course offerings by
5%

GE PATHWAYS

Timeline
2018-20

Activities

1. Develop courses in:
 - A. Oral Communications
 - B. Science with a Lab
 - C. Business Administration
2. Develop manual for Geology with a lab

Metrics

- 1/2. Completion



Outcomes/Deliverables

1. Develop Courses in:

A. Oral Communication – SPCH 100

- Spring 2018 – 0
- Spring 2019 – 4
- Summer 2019 - 5

B. Science with a Lab

- In Progress

C. Business Administration

- MATH 80 – Clear AA pathway for BA
- To be used by other programs for AA and AA-T

2. Manual for Geology with a Lab

- *In Progress*

Timeline – BEING MET

GOAL #1 –
Increase the
number online
course offerings by
5%

GE

PATHWAYS

Timeline
2018-20



GOAL #1 – Increase the number online course offerings by 5%

COURSE DEVELOPMENT

Timeline

Spring 2019 –
Spring 2020

Activities

1. Incentives for faculty to teach online
2. Develop course shell template for different departments/disciplines

Metrics

1. Increase # of faculty teaching online by 5%
2. Completion



Outcomes/Deliverables

1. Increase the number of online courses offerings
 - *Spring 2018 - 371*
 - *Spring 2019 - 405 - increase of 9%*
2. Course Shells
 - *Developed in several areas and expanding*
 - Psychology
 - Comm Studies
 - Health
 - Business Administration
 - *Requests to have course shells with shared SLO assessments*

Timeline - BEING MET

GOAL #1 – Increase the number online course offerings by 5%

COURSE DEVELOPMENT

Timeline

Spring 2019 –

Spring 2020



GOAL #1 – Increase the number online course offerings by 5%

OEI

CONSORTIUM

Timeline

Spring 2019 –

Spring 2020

Activities

1. Encourage faculty to participate
2. Identify faculty that would be interested

Metrics

1. Reach out to 5 faculty/month
2. 5-7 faculty commitment to work on OEI requirements



Outcomes/Deliverables

Increase the number of online courses verified to part of the OEI by 2

- *The OEI rubric is being updated currently*
- *@ONE is updating their training course – to be completed early this summer*
- *Cerritos Training on OEI Rubric being developed based on @ONE course*
 - *Self-paced*

Timeline – BEING MET

GOAL #1 – Increase the number online course offerings by 5%

OEI
CONSORTIUM

Timeline

Spring 2019 –
Spring 2020



GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

FACULTY TRAINING

Timeline -
In Progress &
Ongoing

Activities

1. Technology Training
2. Online Learning Speakers Series
3. Explore module, open entry/exit online teaching certificate training
4. Increase online training and certificate offerings
5. Online Conferences and Meetings

Metrics

1. Increase trained faculty by 5%
2. Provide 2 times/year
3. Completion
4. Increase successful completion by 5%
5. Provide information from conf./mgs to campus



Outcomes/Deliverables

Increase the number of online courses offerings

1. Technology Training
 - Offered through CTX
2. Online Learning Speakers Series
 - In progress
3. Explore module, open entry/exit online teaching certificate training
 - Modules are being created
 - TBLC to recommend assessment methods
4. Increase online training and certificate offerings
 - Spring 2018 – 272 trained – 138 teaching
 - Spring 2019 – 300 trained – 167 teaching
5. Online Conferences and Meetings
 - Online Learning Conference
 - Accessibility Training

Timeline – BEING MET

GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

FACULTY TRAINING

Timeline -
In Progress &
Ongoing



GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

BEST PRACTICES

Timeline -
In Progress
through 2019

Activities

1. Collect and post to Online Website
2. Brown bag lunches for faculty discussions

Metric

1. Completion
2. Provide 2/semester



GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

BEST PRACTICES

Timeline -
In Progress
through 2019

Outcomes/Deliverables

1. Collect and post to Online Website
 - *Accessibility information being collected and centralized*
2. Brown bag lunches for faculty discussions
 - *No brown bags in Fall 2018*
 - *Accessibility brown bag – Spring 2019*
 - Over 20 individuals, faculty and classified

Timeline – BEING MET



GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

STUDENT TRAINING

Timeline -
Fall 2018 -
ongoing

Activities

1. Explore mandatory online orientation or quiz
2. Explore mandatory online readiness
3. Expand Canvas training to include bookends specific to Cerritos
4. Develop toolbox for online orientation/class for possible use as universal orientation

Metric

- 1/2. Survey and results
- 3/4. Completed



GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

STUDENT TRAINING

Timeline -
Fall 2018 -
ongoing

Outcomes/Deliverables

1. Online orientation/readiness or quiz
 2. Expand Canvas training to include bookends specific to Cerritos
 3. Develop toolbox for online orientation/class for possible use as universal orientation
- *TBLC is exploring and will be making recommendations in the Fall 2019*

Timeline – BEING MET



GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

ONLINE MENTORING

Timeline -
Fall 2018 -
ongoing

Activities

1. Create an online mentor program
 - Matching novel online faculty to experienced online faculty

Metric

- 1a. Complete list of mentors
- 1b. Match 10 mentors to mentees in first year



GOAL #2 – Provide a productive preparation environment for quality online teaching and learning

ONLINE MENTORING

Timeline -
Fall 2018 -
ongoing

Outcomes/Deliverables

- *Identified eligible faculty*
- *Recruitment in Fall 2019*

Timeline – BEING MET



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

UPDATE DE DOCUMENT

Timeline -
Spring 2018-
Spring 2019

Activities

1. Include accreditation requirements
2. Include best practices

Metric

- 1/2. Completion and approval of document



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

UPDATE DE DOCUMENT

Timeline -
Spring 2018-
Spring 2019

Outcomes/Deliverables

- *Some areas may need to be changed*
 - *Online Readiness*
 - *Recommendations for Online Teaching Certificate*
- *Awaiting recommendation from TBLC – Fall 2019*

Timeline – BEING MET



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

OER

Timeline -
Spring 2018-
Spring 2019

Activities

1. Encourage faculty to explore OER options
2. Develop online field manual for Geology with a Lab

Metric

1. Increased number of faculty using OER
2. Completion

Outcomes

- *Identified OER Liaison – Bob Livingston*
 - *Working with faculty on OER adoption*
- *Field Manual on target for Fall 2019*

Timeline – BEING MET



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

REVIEW PROCESSES

Timeline -
Spring 2018-
Spring 2019

Activities

1. Develop recommended review process for Online Guided Pathways

Metric

1. Completion

Outcomes

- *Guided Pathways feedback is currently being gathered*

Timeline – BEING MET



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

STUDENT EXPECTATIONS

Timeline -
Spring 2018 -
Fall 2019

Activities

1. Develop guidelines for student expectations
2. Work with ASCC to create communication campaign for online learning

Metric

1/2. Completion

Outcomes

- *Student expectations will be out Fall 2019*

Timeline – BEING MET



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

DE
COORDINATOR/
INSTRUCTIONAL
DESIGNER

Timeline -
Spring 2018 –
Fall 2019

Activities

1. Explore hiring 50% DE Coordinator/50% Instructional Designer

Metric

1. Completion

Outcomes

- *Conversations are ongoing about hiring part-time for SY 2019/20*

Timeline – BEING MET



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

TESTING
INTEGRITY
SOFTWARE

Timeline -
Spring 2018 –
Fall 2019

Activities

1. Identify, pilot and report on testing integrity software

Metric

1. Completion and report to Faculty Senate

Outcomes

- *Proctorio visited Cerritos on 4/23*
- *Senate recommended use to Academic Affairs*
- *Currently in Budget Allocation Process*

Timeline – BEING MET



GOAL #3 – Develop policies and procedures that increase the effectiveness of the Online Learning Environment

EQUITABLE ACCESS

Timeline -
Spring 2018 –
Fall 2019

Activities

1. Explore once/month accessibility training
- Possibly using Division/Department mtgs
2. Explore ARC Video Library & Funding

Metric

1/2. Completion and report to Faculty Senate

Outcomes

- *Equitable Access training to be recommended by the Online Learning Committee – Fall 2019*
- *ARC is being piloted in the LA division*

Timeline – BEING MET