



ONLINE INITIATIVE PROPOSAL
SPRING 2018 (PLANNING YEAR)



Timeline
Fall 2018-
Spring 2020

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



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

- 1/2/3. Completion



Outcomes/Deliverables

- 1/2. Developed courses for Oral Communications and Science with a Lab that can serve as templates for other courses within those areas
3. Pathway will be used as a model for other GE, AA and transfer pathways in online learning in different areas

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
2. A course shell that allows faculty to change and mold how and what they teach
 - Shell can be developed that also contains shared assignments and assessments

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

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

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. Professional Development Repository for best practices
2. An ongoing dialogue among and between faculty and administration



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

Increased success and retention of online students



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

Improved and consistent quality of online courses

Ongoing professional development and support for both mentor and mentee which will lead to increased concentration on continuous improvement



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

1. Align with accreditation requirements
2. Complete list of best practices



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

1. Increase faculty using OER by 5%
2. OER Field Manual for use in Geology with a Lab



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

1. Specific online pathways that mirror face to face guided pathways



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

- 1/2. Increased success and retention for online students



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

1. Provide stable leadership for DE teaching and learning



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

1. Identify which proctoring software is most beneficial for the college to use



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

ACCESSIBILITY

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

1. Trained faculty
2. Accessible in-course video captions



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

COORDINATOR
AND
DEVELOPER

Timeline -
Spring 2018 –
Spring 2020

Activities

1. Online Initiative Coordinator
2. Online Initiative Developer

Metric

1. Completed Timeline

Outcomes

1. Completed Timeline