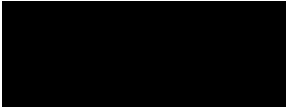




PLANNING & RESOURCE COUNCIL AGENDA

December 1, 2010

Purpose: Participatory Governance Leaders Meeting
Location: **PRESIDENTS CONFERENCE ROOM**
Time:



Foothill College PaRC FTEF Request Prioritization 11.24.10

Weighted FTEF Ranking

Overall Ranking

Foothill College: 2010 Distance Education Plan

Goals, Action Steps, Measures, and Timeframes

The following goals and action steps are proposed in order to increase the likelihood of online student success, course completion, and retention. Implementation of some Actions Steps will be contingent upon availability of adequate staffing resources.

Goal	Action Steps	Measures & Timeframes
<p>1. Meet all legal requirements for distance education delivery.</p>	<ul style="list-style-type: none"> ¥ Encourage faculty to work with FGA staff to ensure that all online courses are in compliance with requirements of the ADA Section 508 guidelines for accessibility. ¥ Encourage faculty to work with FGA staff to ensure that all online courses are in compliance with copyright law, fair use, and the TEACH Act. ¥ Encourage faculty to work with FGA staff to ensure that all online courses are delivered in compliance with FERPA. ¥ Conduct workshops in each division discussing copyright and fair use guidelines. ¥ Encourage faculty to work with FGA staff to ensure compliance with regular effective contact by faculty with students as required by Separate Course by engaging support and assistance of the Academic Senate. ¥ Encourage faculty to work with FGA staff to ensure compliance with regular effective contact by faculty with students as required by Separate Course Approval, California Code of Regulations, Title 5 Distance Education Guidelines; 2008 Omnibus Versio Sections 66700 and 70901, Education Code. Referen Sections 70901 and 70902, Education Code.55206. <p>Implementation of the following Action Step is pending the availability of additional staffing resources: reinstatement of a full-time dean of Foothill Global Access and reinstatement of full-time permanent instructional designer position.</p> <ul style="list-style-type: none"> ¥ Establish a policy to ensure compliance with student authentication requirements of the Higher Education Opportunity Act reauthorization. 	<ul style="list-style-type: none"> ¥ Increase in compliance with requirements for regular effective contact by faculty with students by at least 20% above baseline by 2011. ¥ Compliance with requirements of the ADA Section 508 guidelines for accessibility by at least 20% above baseline by winter 2011. ¥ Compliance with requirements of copyright laws, fair use, and the TEACH Act by at least 20% above baseline by spring 2011. ¥ Compliance with requirements of by at least 20% above baseline by fall 2012. <p>Achievement of the following Outcome is pending the availability of additional staffing resources: reinstatement of a fulltime dean of Foothill Global Access and reinstatement of fulltime permanent instructional designer position.</p> <ul style="list-style-type: none"> ¥ Compliance with requirements for student authentication requirements of the Higher Education Opportunity Act reauthorization by at least 20% above baseline by spring 2012.
<p>2. Ensure adequate student preparation for success in online courses.</p>	<ul style="list-style-type: none"> ¥ Encourage faculty to send a Welcome message to students enrolled in their fully online courses either prior to or on the first day of the term. This Welcome message should contain information about: a) how to access the online course; b) the availability of on-campus Student Orientation to Etudes sessions; c) requesting accommodation for disability; d) specific attendance requirements in order to avoid being dropped for non attendance and e) alternatives to any on-campus attendance such as proctored testing. ¥ Encourage faculty to develop an Instructor's Welcome video that can be made available to student via the Course Summary. ¥ Encourage online faculty to integrate an online 	<ul style="list-style-type: none"> ¥ Welcome message sent by at least 50% of online faculty by winter 2012 ¥ Online orientation activities used by at least 50% of online faculty by fall 2012. <p>Achievement of the following Outcomes is pending the availability of additional staffing resources: reinstatement of a fulltime dean of Foothill Global Access and reinstatement of fulltime permanent instructional designer position.</p> <ul style="list-style-type: none"> ¥ Demo online course developed and made

<p>4. Ensure parity for support of online students, faculty, and courses with on-campus students, faculty, and courses.</p>	<p>performance.</p> <ul style="list-style-type: none"> ¥ Imbed the culture of the distance learning into the traditional campus curriculum, logistics, budget and administrative activities. ¥ Work with faculty, staff, and administrators to identify barriers to integrated use of distributed and technology mediated instruction. ¥ Support efforts by academic deans and department chairs to be involved in oversight, rigor, and quality of distance learning instruction. 	
	<p>Implementation of the following Action Steps pending the availability of additional staffing resources: reinstatement of a full-time dean of Foothill Global Access and reinstatement of full-time permanent instructional designer position.</p> <ul style="list-style-type: none"> ¥ Work with key college committees to integrate distance learning concepts and programs into plans, policies and procedures ¥ Communicate with college administrators so that they will be familiar with distance learning activities that relate to their specific area of responsibility. ¥ Work with counselors to ensure that placement and prerequisite policies for the college are properly adapted to the online environment. ¥ Develop a Student DE Handbook (PDF and Online Versions) and a Faculty DE Handbook (PDF and Online Versions). ¥ Regularly evaluate Foothill Global Access in terms of faculty and student satisfaction with services. ¥ Establish and maintain a community of practice for online students via MyPortal Groups. ¥ Establish and maintain a community of practice for online faculty via MyPortal Groups. ¥ Coordinate with the Tutorial Center to improve tutoring access for online students. ¥ Encourage key college committees to integrate distance learning concepts and programs into plans, policies and procedures. 	

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