

Project Details

Title	Developing Guidelines for Online Instruction	Status	REVIEWED
Category	7-Measuring Effectiveness	Updated	04-13-2012
Timeline		Reviewed	07-16-2012
Planned Project Kickoff	09-13-2011	Created	10-19-2011
Target Completion	05-19-2012	Last Modified	07-16-2012

- 1: Describe this Action Project's goal in 100 words or fewer:
 - A: The project will facilitate creation of standards for online faculty, create an instrument for evaluating online instructors similar to classroom instructors, develop an instructor manual of 'Best Practices' for online classes, and promote a set of resources for faculty and students alike. Our goal is to improve the quality of online courses through improved faculty accountability and improved student readiness.
- 2: Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:
 - A: The college has increased its online offerings, yet few policies are in place to standardize the process of training faculty, supporting courses, or providing technical support for students. Some concerns with the consistency of courses have arisen, and policies need to be devised to address these issues. The committee will survey the faculty to gain input in the creation of this process and the development of these guidelines.
- 3: List the organizational areas -- institutional departments, programs, divisions, or units - - most affected by or involved in this Action Project:
 - A: Most of the Career/Technical and Arts & Science departments offer online courses, so this initiative would impact a large facet of the institution. Other departments that are indirectly affected are the Learning Management System, the Informational Technology Department, and the Administration.
- 4: Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:
 - A: The organizational processes that will be improved and standardized across the campus include the selection and training of online faculty, the creation and setup of online courses, and the technical assistance provided to the online learning community.
- 5: Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):
 - A: This project will take one academic year to complete. The institution is researching guidelines for online learning, including faculty standards, course requirements, and student support. The committee is participating in webinars and examining the online policies of other colleges.

- 6: Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:
- A: The committee is working on a more cohesive evaluation system, including surveying students each semester, allowing department chairs or deans access to monitor the online classes to ensure beginning course materials are available, collecting data about the types and number of help requests received from students, and collecting data on the success rates of students as a 'C' or better in online classes. The committee is developing a 'Memorandum of Understanding' that will be a list of objectives that the instructors should meet for each semester. This will be a concrete way of evaluating the success of an instructor.

- 7: Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:
- A: The committee hopes to devise a consistent set of qualifications for online faculty, initiate training for all faculty prior to teaching online, establish course standards to ensure quality for online courses, set up a procedure to measure and evaluate online faculty and classes, and develop a technical support system for students. The college will review data and recommend improvements as necessary.