

## Project Details

<b>Title</b>	Developing Student Guidelines for Online Learning	<b>Status</b>	COMPLETED
<b>Category</b>	1-Helping Students Learn	<b>Updated</b>	09-27-2013
<b>Timeline</b>		<b>Reviewed</b>	10-13-2013
<b>Planned Project Kickoff</b>	<b>Created</b>		06-07-2012
06-07-2012			
<b>Actual Completion</b>	<b>Last Modified</b>		12-02-2014
10-01-2014			

**1:** Describe this Action Project's goal in 100 words or fewer:

**A:** This project is the second in a sequence of projects for online learning. The focus of this action project is to develop a set of guidelines for students who are considering enrolling in an online class. The committee will create an interactive set of criteria students may utilize to determine if they have the potential for success in an online learning environment. This criteria will inform the students of the expectations and challenges required for an online course.

**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 is undertaking this project to address a concern regarding retention of online students. Nationwide, students drop online classes at a rate of approximately 40 percent. At Mineral Area College, the drop rate from online classes is a major concern. To ensure the integrity of college programs, the institution would like to initiate steps to be sure students are aware of the rigors of an online learning environment, thus making an informed decision about whether an online class is the best method of delivery of instruction for each individual student.

**3:** List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

**A:** This project will impact multiple factions of the college pertaining to retention, including teaching and learning. In addition, students' financial aid may also be impacted by their inability to finish courses resulting in both financial and academic adversities.

**4:** Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

**A:** The committee will create and have students utilize an interactive tool assessing the students' readiness for online learning. The tool will present potential students a set of "yes" or "no" questions. Upon completion of the questionnaire, the students will be advised that given their responses, they are either prepared or unprepared for the online learning environment. Items included on the questionnaire may include the students' Internet connectivity, their software, and their computer skills. In addition, students will

self-assess their learning styles, ability for self-directed learning, and their problem solving skills.

**5:** Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

**A:** This project will take approximately eighteen months due to collection and analysis of data.

**6:** Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

**A:** To assess the successful completion by students of online classes, the committee will use comparative data from spring 2012 to spring 2013 and fall 2012 to fall 2013. The committee will examine attrition rates of students for both sets of semesters.

**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 goal is to improve students' successful completion of online classes. The over-reaching goal is to improve guidelines for online instruction on campus, and this action project is the component designed to increase retention rates for online learners.