

DDL Committee Goals for 2006-2007 with Updates

2006-2007 Distance and Distributed Learning Committee Goals			
Priority	Items which need action / development	Score 1-5	Updates
1	Moving classes from ETUDES to Moodle	5	All but 8 instructors are ready to move to Moodle and 4 have some training.
2	Supporting existing faculty	4.5	Need campus trainer and expanded Media Services. Address this next year
3	Developing Student guides	4.4	Student Guides done for Winter and Spring
4	Evaluations – Faculty, Program, Support Services, Classes	4.3	Instr. Evals Ready
5	Student orientation for all accepted CMS	4.3	Orientations listed online 11/6
6	Developing Teacher guides	4.1	New Moodle Guide Available
7	Updating the web site for the Online program	3.9	Updated 11/6
8	Training new teachers	3.9	New teachers were trained in Winter
9	Student Support - providing more Online web resources	3.78	Updated 11/6
10	Marketing online classes	3.5	Can not do until Substantive Change submitted
11	Developing new hybrid classes	3.3	Eng 28 and 103; ComPlan 30 & 200; Acctg. 1
12	Continue to develop and institutionalize podcasting	3.3	Approval for 50 appliances to be placed in classrooms during Spring 2007. ASO agreed to assist with training students.
Items which need policies to be developed / recommended			
1	Process for emergency switch of faculty in online classes	4.2	Drafted June 28, 2007 meeting
2	Conversion from one CMS to another – compensation, time	3.9	Faculty wanted to maintain rights to content instead of get compensation
3	Copyright issues - use in and development for online classes	3.8	Carry forward to 2007-2008
4	Sick pay	3.6	District Updates accomplish this
5	Load % for FT faculty	3.4	Policy developed with Ed Policy Committee
6	Office hours – virtual vs campus	3.3	Contract language will suffice
Items which need both policies developed and actions taken			
1	Student behavior - plagiarism - online conduct	4.3	Policy created and adopted Sept. 2006
2	Evaluation of online courses	4	Evaluation for NEW instructors is established and evaluation of instructor part of AFT contract. On-going evaluation of content is a curriculum issue. Look at on-going faculty training issues next year.
3	Criteria to approve other CMS	3.9	Drafted -meeting 3/21/07

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4	Textbooks – cost, ordering, restraints on using outside vendor	3.9	Bobbie Kimble addressed this several times. Textbook decisions are faculty/dept. issues. Bookstore is looking at online ordering. OER movement at De Anza is being investigated.
Added	Single point of contact for students with questions		Web provides contact information.