

Institutional Effectiveness Committee Planning Document Update

Name of Planning Document: Distance Education Plan	
Identify the Plan team: Online Learning, including: Lené Whitley-Putz (Dean) Paula Schales and Helen Graves (Instructional Design) Akemi Ishikawa (Administrative Support) Faculty Supporting Faculty Teaching with Technology Committee	
Plan start date/year: Fall 2022	Plan end date/year: Spring 2025
Plan purpose/objective(s) - (<i>What does the plan want to achieve? And how will this work contribute to enriching students' experiences and educational goals?</i>): [word limit 150]	
<p>The Distance Education plan should be used to:</p> <ul style="list-style-type: none"> • Guide decision-making and policy to ensure federal and state guidelines and regulations pertaining to distance education are met. • Guide decision-making to ensure the infrastructure supporting quality online teaching and learning is sufficiently funded and is aligned to our college mission and goals. • Inform resource allocation. • Plan professional development opportunities (in collaboration with the Office of Equity) that support campus equity goals related to online teaching and learning. • Support student and faculty success in online teaching and learning. <p>Issues and Goals of the plan include:</p> <ol style="list-style-type: none"> 1. Improve institutional planning around DE 2. Increase data collection and analysis around DE 3. Strengthen the Online EcoSystem 4. Grow the OL department 5. Create a process for ensuring data security, privacy, and accessibility 6. Provide robust professional learning for all faculty teaching online 7. Ensure all courses meet FH online course quality requirements, including accessibility 8. Provide robust support for all online students 9. Provide robust services for all online students 10. Strengthen program review 11. Strengthen onboarding 	

Plan activities – (Identify the Plan activities for each objective): [word limit 150]

To support progress on goals, the Online Learning department:

1. Work with the Teaching with Technology committee on an action plan that includes developing a communication pipeline from Online Learning to Academic Senate.
2. Attend appropriate conferences and webinars, and subscribe to news lists to ensure the Online Learning team is up to date on policies and technology shifts that affect online teaching.
3. Develop professional learning assets that support Foothill faculty.
4. Develop a process for ensuring software meets privacy, security, and accessibility guidelines.
5. Develop a process for reviewing courses.
6. Work with Student Services to ensure the needs of online students are met.
7. Redesign onboarding.

Provide an update on the plan progress—where do you stand in the process of accomplishing the Plan’s objective(s)? [word limit 150]

Online learning has partnered with the Teaching with Technology committee to redesign the committee structure, including moving to bi-weekly meetings and ensuring work done by the committee is routinely discussed in Academic Senate.

In conjunction with TwT, we have developed a rubric for adopting new online tools, though this is not uniformly used. We’re working with ETS to develop a process for checking security and privacy of any cloud-based tool, but this process will need vetting at a district level.

We continue to provide both face-to-face and online workshops for faculty, however, outside of FLEX, those workshops were poorly attended in AY 23-24.

We have redesigned Canvas Certification to align with shifting federal and state guidelines for Regular and Substantive Interaction and accessibility, and are working on formats to support Hybrid and face-to-face modalities.

What additional resources are needed to accomplish the objective(s), if any? [word limit 150]

More time to work with IR to think through what data might help us better understand the needs of online students.

A plan for budgeting once the one-time Covid funding is depleted

An official administrative channel for meeting OL needs

What are the next steps for this academic year? [word limit 150]

- Continue providing RSI professional learning
- Continue developing onboarding

- Continue providing workshops and professional learning, especially focused on RSI and accessibility
- Continue working on a sustainable budget
- Continue working with ETS and De Anza to support a robust online ecosystem