



SCTCC DEPARTMENT ACTION PLAN

College Department/Division/Work Unit: _____

Planning Year: 2015 - 2016

Plan submitted by (person(s)) Distance Education Committee

College Department (Choose one):

- Academic Affairs
 Student Affairs
 Administrative Service
 Information Technology
 Human Resources
 Business/Industry Training Solutions

(1) Unit Mission:

(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
SCTCC Strategic Priority (Pillar)	Desired Outcome & Target/Criterion <i>(Outcome begins with action verb, Target numerically measurable)</i>	Actions To Accomplish Desired Outcome <i>(Use bullets)</i>	Timeline	Budget Link <i>(Yes or No)</i>	AQIP Action Project <i>(Yes or No)</i>	Assessment Method/ Instrument	Findings & Use of Results for Improvement <i>(Use bullets)</i>
	<p>A. Desired Outcome #1:</p> <p>Decision making based on analytics and clear data points</p> <p>B. Target:</p> <p>Develop a set of measures for use in decision making (enrollment, retention, graduation, success in courses, course demand, satisfaction).</p>	<p>Taskforce to examine and recommend data points for decision making – use program profiles as a base and other system best practices.</p>					<p>A. Findings:</p> <ul style="list-style-type: none"> • • • <p>B. Use of Results:</p> <ul style="list-style-type: none"> • • •

Adapted from Delgado Community College Strategic Planning Process



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		<p>Examine use of predictive analytics.</p> <p>Identify and use data sources that are transparent and understandable.</p> <p>Utilize data and recommendations to set goals in other plans - academic, IT, finance, student affairs, marketing, enrollment management.</p> <p>Increase retention efforts in online course through additional touchpoints.</p>					
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SCTCC Strategic Priority (Pillar)	Desired Outcome & Target/Criterion <i>(Outcome begins with <u>action verb</u>, Target numerically measurable)</i>	Actions To Accomplish Desired Outcome <i>(Use bullets)</i>	Deadline	Budget Link <i>(Yes or No)</i>	AQIP Action Project <i>Active or Proposed</i>	Assessment Method/ Instrument	Findings & Use of Results for Improvement <i>(Use bullets)</i>
	<p>A. Desired Outcome #2:</p> <p>Expand course and program offerings to 20% of college enrollment while improving quality and service to students.</p> <p>B. Target:</p> <p>a. Expand opportunities for faculty training and development</p>	<p>Website reorganization of available training tools</p> <p>Examine and update the language and pathways of available services to faculty in the online environment (website). Align with the website redesign process in FY 16.</p> <p>Available and timely training and development for all faculty related to technology</p>					<p>A. Findings:</p> <ul style="list-style-type: none"> • • • <p>B. Use of Results:</p> <ul style="list-style-type: none"> • • •

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	<p>b. Increase online programs and individual course offerings</p>	<p>use - Systematic and advancing training.</p> <p>Clear process for evaluation of online courses.</p> <p>A developed and expanding repository of learning objects Process for testing and experimenting with new online technologies (seeds).</p> <p>Increase online course offerings to over 20% in FY16.</p> <p>Get a baseline of fully online students enrolled in programs. Begin to target communications and services to the students.</p> <p>Increase awareness of online courses and programs through targeted communications and marketing efforts</p> <p>Research demand, supply, and workforce needs to</p>					
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	<p>c. Increase online student support services</p>	<p>target key areas of expansion.</p> <p>Create a plan of offerings for courses – course rotations, course availability, scheduling</p> <p>Engage faculty in expansion of course offerings based on enrollment trends and demands (new course online, new online offerings, additional sections).</p> <p>Increase summer online offerings and enrollment.</p> <p>Online student planners/electronic handbook/app for planning</p> <p>Pre-college prep course in online learning</p> <p>Virtual tutoring and live chat support</p> <p>Online information sessions</p>					
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	<p>d. Examine current resources and infrastructure for proper allocation (of responsibilities, services, and personnel).</p>	<p>Expanded tech support (24 hours)</p> <p>Online career services support</p> <p>Online graduation application</p> <p>Online advising – technology to support in advising center and with faculty.</p> <p>Expand support for ADA compliance and disability services in online environments.</p> <p>Review and expand orientation process for online students.</p> <p>Examine position descriptions associated with online learning and support.</p> <p>Gap analysis of current funding versus need.</p>					
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SCTCC Strategic Priority (Pillar)	Desired Outcome & Target/Criterion <i>(Outcome begins with <u>action verb</u>, Target numerically measurable)</i>	Actions To Accomplish Desired Outcome <i>(Use bullets)</i>	Deadline	Budget Link <i>(Yes or No)</i>	AQIP Action Project <i>Active or Proposed</i>	Assessment Method/ Instrument	Findings & Use of Results for Improvement <i>(Use bullets)</i>
	<p>A. Desired Outcome #3:</p> <p>Align distance education with system and college plans, processes, policies, and procedures.</p> <p>B. Target:</p> <p>Align with accreditation and state/federal laws and requirements.</p>	<p>Purchase membership in SARA and expand service area without individual state fees.</p> <p>Create program profiles for online programs</p> <p>Implement an evaluation system for online programs (program review)</p> <p>Expand support for ADA compliance and disability services in online</p>					<p>A. Findings:</p> <ul style="list-style-type: none"> • • • <p>B. Use of Results:</p> <ul style="list-style-type: none"> • • •

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	<p>Align with academic and student affairs master plans.</p>	<p>environments.</p> <p>Review and respond to all HLC and AQIP needs related to distance education.</p> <p>Communicate plan and goals with other college departments.</p> <p>Align efforts with Charting the Future initiatives as appropriate.</p>					
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