| **LMC Objective & Strategies** | **Key indicators** | **Where are we now?** | **DE Goal (Where do we want to be & when?)** | **DE Strategies** | **Actionable items** |
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| **Objective 1.2:  Increase the number of students who: complete courses, certificates, and**  **degrees; are prepared for**  **transfer and career**  **opportunities; and enter or advance within the workforce.**  **Strategy D:**  Offer robust distance education programs with clear pathways that lead to degree and certificate completion. | Number of fully online courses, degrees and certificates offered. | Hybrid Classes  100% Online Sections (Spring 2015: 43)  100% Online College Skills Certificates (3)  100% Certificates of Achievement (1)  Associates Degree for Transfer (0)  Associates Degree (0) | AA/S degree (1)  Offered by 2016-2017.  AA/S-T degree (1)  Offered by 2017-2018. | 1. LMC GE pattern offered completely online. 2. CSU pattern offered completely online. 3. IGETC pattern offered completely online. 4. Increase the number of fully online courses. 5. Require departments to submit distance education plans that outline the current and future courses to be offered in distance education format. | 1. Revise Online Supplement to COOR form to ensure an efficient process of online course approval for faculty. (Spring 2015) 2. Determine the courses not offered online that are required by LMC GE, CSU and IGETC. (Spring 2015) 3. Identify certificate and degree programs best positioned for being offered completely online. (Spring 2015) 4. Approach departments to develop distance education plans. (Fall 2015) 5. Develop  sample departmental distance education plans (Spring/Fall 2015) 6. Develop and recommend instructor professional development. (Ongoing) 7. Collaborate with DDEC to update and improve D2L Help & Support Tutorials website. (Ongoing) 8. Advise on student success factors such as student access to technology, online counseling, online library resources, online orientation, etc. (Ongoing) |
|  | Number and percentage of students successfully completing online courses. | Spring 2015:  Hybrid Classes  (20 unique courses,  27 sections)  100% Online Classes (32 unique courses, 44 sections) | For the purpose of enrollment management, identify standard course schedules for hybrids classes.  Sufficient classes and sections to offer a completely online degree by the end of the 2016-17 academic year. | Advise of best practices to ensure online student success. | 1. Provide student orientation to online & hybrid classes as a part of LMC’s online college orientation. (Courtney working with Student Services, Spring 2015) 2. Provide in-person, drop-in student tutorial to online & hybrid classes. (Courtney, Beginning Fall 2015, ongoing three times per semester.) 3. Provide online student tutorial to the LMS. (Move responsibility to ITC at each college, Spring 2015) 4. Offer online & phone support. (DDEC) 5. Investigate and recommend on-campus student access to technology. 6. Assess student readiness and provide accelerated technology literacy training. 7. Investigate peer support options. (2016) 8. Investigate instructional support resources. (2016) |
|  | Number of students successfully completing fully online degrees and certificates. | 100% Online College Skills Certificates (17)  100% Certificates of Achievement (7)  Associates Degree for Transfer (0)  Associates Degree (0) | 100% Online College Skills Certificates (17)  100% Certificates of Achievement (7)  Associates Degree for Transfer (0)  Associates Degree (0) | Increase awareness of online certificate and degree completion opportunities. | 1. Ensure representation from counseling faculty on DE Committee 2. DE Committee works with departments on forming department level DE strategic plans |
| **Objective 1.4. Increase and promote**  **equitable access.**  **Strategy B:**  **Improve access to Student Services at all LMC sites – Pittsburg, Brentwood, Academies, and online.** | Number and completeness of services.  A&R  Financial Aid  Counseling  Orientation  Assessment  Tutoring  Library  DSPS  Bookstore  Transfer Center  Career Center |  | All student services offered 100% online by 2018. | Collaborate with Student Services to ensure online student services meet the needs of online students. | 1. Identify all existing online student services. 2. Evaluate ease of student access. 3. Advise on changes to improve access or effectiveness. 4. Initiate online teaching welcome website to include update of services for online students, 5. Investigate potential widgets or other introductory information for all CMS course sites. |

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| **Objective** **3.1 Encourage and support innovation.**  **Strategy A:**  Create opportunities for the campus community to explore and institutionalize innovative, sustainable curricula, services, practices, and technoloies | Offering courses in new subject areas online.  Student services are fully available online.  Increased participation in training on new technologies and methods of online learning.  Increase in student completion and success for online classes. | Technology Training & Development Coordinator and DE members offer flex sessions and training.  Training by outside vendors: D2L, @One, 3CMedia, various textbook vendors, TurnItIn campus presentations.  Participation in regional and state distance education organizations. | Faculty and staff are aware of statewide initiatives related to Distance Education by  end of 2015-16 academic year.  Increase utilization and proficiency with Desire2Learn. (Ongoing.)  Prepare college to participate in Online Education Initiative. | Prepare college to offer fully online degree.  Increase department FTEF load available for fully online classes.  Provide resources for new online course creation.  Provide resources to increase online student services. | 1. Coordinate faculty and staff to attend relevant conferences on instructional technology. 2. Work with departments to establish department standards for technology and innovation adoption. 3. Establish an operating budget for the Technology Training & Development Coordinator. 4. Coordinate with 3SP manager to identify resources for online student services related technology for distance education. |
| **Objective 4.1. Provide sustainable, state-of the-art technology.**  **Strategy C:**  Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services. | 1. Faculty have access to current technology and training 2. Amount of funding for conferences. 3. Number of classes enhanced by Instructional Technology Support. | 1. All smart classroom equipment is out of warranty 2. Faculty and lab computers are old and not updated consistently. 3. No clear policy and program for technology acquisitions or upgrade. 4. Inconsistent network and Internet performance. 5. Faculty are not made aware of available state-of-the- art technology and how they can implement it at LMC. 6. There is no coordination of technology resources so that departments can learn from each other or share resources. | Identify faculty and student technology needs.  Maintain robust network and Internet performance.  Provide sufficient, accessible, sustainable technology in library, computer labs, and classroom. | Utilize the technology advisory group TAG survey to identify technology needs.  Remain current on a variety of relevant technologies.  Work with TAG to obtain ongoing funding for technology sustainability program. | 1. In collaboration with TAG, investigate and develop recommendations for an appropriate distance education technology resource selection, infrastructure and support systems for students, faculty and staff. 2. In collaboration with student services, investigate and develop recommendations for supporting distance education student services. |