

## Annual Unit Update - Recommendations & Responses

### Recommendations & Responses

#### Commendations

##### Academic Year Commendation

2014-2015	Very thorough and well-documented (Departmental)
2014-2015	Data-driven analysis and clearly laid-out future plan (Departmental)
2014-2015	Active role in the development of LAMC's online counseling system (Departmental)

#### Recommendations

<b>Year</b>	2014-2015 (Departmental)
<b>Recommendation</b>	DE Committee should prepare and present to EPC a proposal (including membership and goals) for a committee to plan, implement, and institutionalize the provision of all necessary online services for DE students' services.
<b>Response</b>	DE did provide a proposal to create an ad hoc Online Services Committee as a result of the last year's program review recommendations. EPC reviewed the proposal and determined that it was advisable that the DE Committee work directly with Student Services to plan, implement and institutionalize online student services, and the proposal was "tabled" by EPC. See attached proposed committee.
<b>Response Update</b>	
<b>Status</b>	InProgress
<b>Objectives</b>	
0 Objectives for DISTANCE ED.	

## Access - Enrollment

### Data Review and Analysis for Enrollment

Respondent(s): David Jordan, DE Coordinator

Analyze trends in Enrollment over the period for which data were provided, using detailed breakdowns as necessary. Where college-wide data is provided, compare discipline to college-wide trends. Also, discuss college-wide or discipline-department specific factors as they relate to these trends and note the implications on your discipline/department operations or planning.

Response: Updated Spring 2016

Enrollment in online classes at Mission continues at about 7 - 10%, with a 7% increase from Spring 2015 with almost 2000 students taking online classes. Hispanic students are 63.6% of all online students, 71% are female (this is the

same proportion for race and gender as our on campus classes). The seems to be an equal distribution of students taking online classes based on their age.

In Fall 2014, students were surveyed on which classes they would like to have online. see supplemental report on the survey. Some disciplines are intensive in their use of online classes (Sociology, Chicano Studies and Law/Paralegal), while others just have a few (English, Administration of Justice, Biology). Anthropology 101 was just added to online. If the college would like to expand its number of online classes, it should concentrate on those General Ed classes in Plan A or Plan B or CSU IGETZE transfer which are text based since these are the most successful of the online classes. If Academic Affairs wishes to add ore online classes, this can be implemented through Department Chairs and consultation during the Council of Instruction monthly meetings. In addition, class size on the general ed classes can be scheduled for a maximum of 80 students and this will increase enrollment, FTES, and WSCH. See below Student Surveys 2014.

## Student Success - Successful Course Completion

### Data Review and Analysis for Student Success

Respondent(s): **David Jordan, DE Coordinator**

1) Has your discipline chosen to set its own discipline-specific standards for student success and retention? A standard is defined as a level of performance to meet educational quality and institutional effectiveness expectations – a level below which you would be concerned about your performance **Yes**

**If yes**, please indicate your discipline-specific standard(s) and your justification for why they are different than the college institution-set standard(s) for:

Successful Course Completion Rate:**64%**  
Course Retention Rate:**85%**

Please provide your justification, grounded in evidence/data, for why your discipline chose to set standards that differ from the college institution-set standards.

Response: **Online classes should conform to the established benchmarks for on campus classes. Normally online classes are between 10-15% under the successful course completion for on campus classes.**

2) Analyze trends in Student Success over the period for which data were provided, using detailed breakdowns as necessary. Where college-wide data is provided, **compare discipline to college-wide trends and institution-set standards for course success and retention. If your discipline set its own discipline-specific standard(s), please also compare your performance to those standards.** Discuss college-wide or discipline-/department-specific factors as they relate to these trends and note the implications on your discipline/department operations or planning.

Response:

3) In areas you've identified as needing improvement, describe strategies and/or interventions that you will implement to help bring about improvement in achievement outcomes

Response: **Updated Spring 2016**

The DE Committee reviewed a policy on "effective instructor contact" during the May 2014 DE Meeting. DEC determined that DE should not monitor this policy, but rather it needed to be implemented by Department Chairs who have online faculty. See below proposed policy. DEC needs to revisit the effective contact policy and how to implement it in online classes to improve student retention. Also DEC will look at other strategies including

implementing "Quality Matters" training at Mission. see below training, along with working on an "early intervention" policy for online faculty to stem the loss of students in the online classes.

In addition, the DEC will provide a list of Orientation resources (see attached) to faculty teaching online and hybrid classes for Summer and Fall 2016 online/hybrid classes, and strongly recommend that online classes be opened a week early for a Week 0 Orientation to allow students to login to access the syllabus and see how the course is designed by the instruction, along with the expectations of the instructor for the online course.

4) Please assess the effectiveness of the strategies and/or interventions you implemented in prior years, in part by analyzing the discipline's most recent success and retention rates compared to the prior year's performance and to the institution- and/or discipline-set standards.

Response: Updated Spring 2016

The DEC has been working intensively with the Curriculum Committee to improve the process of reviewing and approving online classes. DEC is training, "one on one" Department Chairs who have faculty that are seeking approval to teach their classes online. Now the Department Chair reviews the online course, after they are trained, and provide feedback and comments, along with the DEC. The online faculty then updates and improves their course. See attached list of online classes approved 2013-2016, along with comments using the Quality Matters Annotated Rubric. By improving the review of online courses, we assure high quality online courses which can only improve student success and retention.

5) If your program collects data on other criteria of importance to your program (e.g., Skills Certificates), please use the box below to document the criteria and your performance on them. If you have set a standard (a level of performance to meet educational quality and institutional effectiveness expectations) for your performance on each criteria, please also specify the standard.

Response: N/A

6) If your program offers any certificates and/or CTE degrees, please list the job placement rates for students completing these certificates/degrees (if you collect such information). Please list each certificate/degree in which there were at least 10 students who completed the program in a given year. State your standard for expected job placement rate. Also, state the job placement rate, as measured in the year following graduation, of students who graduated from the program.

Response: N/A

7) Please evaluate your performance and describe any plans for improvement on the measures identified in question 5 and 6 above (program-specific measures and/or job placement rates). Also, discuss any improvements that have resulted from prior program improvement plans.

Response: Updated Spring 2016

Improve online pedagogy - By implementing a new, updated course management system, Canvas, across the entire LACCD District we will be able to share "best practices" of online teaching.

The DE Coordinators meet every month, along with the Statewide DE Coordinators meetings every month - This pool of talented individuals working in the same direction now will improve our online classes, and thus increase student success and retention.

## Student Success - Awards

Respondent(s): **David Jordan, DE Coordinator**

Analyze trends in Degree/Certificate Awards over the period for which data were provided, using detailed breakdowns as necessary. Where college-wide data is provided, compare discipline to college-wide trends. Also, discuss college-wide or discipline-department specific factors as they relate to these trends and note the implications on your discipline/department operations or planning.

Response: **Updated Spring 2016**

The DE Program Review, the DE 3 year Plan, and the Unit Assessments of Department Chairs should review and plan for increased online classes to provide both degrees, certificates in an online format. The Department Chairs were surveyed as part of our substantive change - see survey results in the below attachment.

To date, the only certificate (or program, degree) online is the Paralegal Studies Program (Paralegal/Legal Assisting Certificate of Achievement) which qualifies as paralegal certification under Calif. Bus. Prof. Code Section 6400/6450. The above data should be revised in the future to include our DE Paralegal Certificates received online. That program graduates approximately 50 graduates every year. (see attachment below)

In Spring 2009, the DE Committee reviewed the units of classes online and the certificates or degrees available (Paralegal Program), or nearly available online (Chicano Studies, History, Philosophy, Psychology, Sociology) - see attachment below.

Some departments, such as the Physical Sciences, Math, and Speech were inclined to only offer online degrees through a hybrid format (i.e. part on campus and part online), and not entirely online.

Such an approach would lend itself to create an on campus "cohort" model, and then Math could use the "Statway" approach to contextualize the coordinator of statistics assignments with the particular degree (i.e. coordinate with online instructors in Sociology, History, Chicano Studies, Psychology, Philosophy, Political Science, etc. to contextualize the statistics assignments with the subjects being taught online with increased math "success rates" to enhance the student success/retention and graduation rates towards transferable CSU/UC degrees, and certificates. see below article on contextualization to support this concept and approach.

In areas you've identified as needing improvement, describe strategies and/or interventions that you will implement to help bring about improvement in student degree and/or certificate completion

Response: **Updated Spring 2016**

No areas identified. This will have to be driven by Department Chairs and Academic Affairs and not directly by DE.

To date, Mission has not developed an online AA Degree. At this point, an online AA degree must be driven not only by faculty but by Department Chairs which would include Math, Science and English. Mission has not yet embraced an entirely online AA degree. Department Chairs have indicated that they would prefer to have a hybrid type online AA degree, if at all, and that the degree would not be entirely online, but would rather have a required, on campus portion and thus would not be an entirely online AA degree.

Please assess the effectiveness of the strategies and/or interventions you implemented in prior years to increase student degree and/or certificate completion.

Response: **Updated Spring 2016**

The DE Program developed a 3 year plan. As part of the accreditation process, the DEC reviewed and updated the progress towards it 3 year plan. see attached.

## Learning & Teaching - SLO Update

### SLO Update

#### DISTANCE ED

##### Summary:

**Courses w/All SLOs Assessed: 0/0 (0 %)**

**Courses w/at least one SLO Assessed: 0/0 (0 %)**

Respondent(s): **David Jordan**

1) Describe the status of the SLO Assessment in this discipline.

Response: **Updated Spring 2016**

There are no SLOS for the DE Program. We have informally adopted 3 Service Area Outcomes (SAOs) as a guide to improving our DE Program at Mission:

They are:

Technology : Introduce instructional technology that empowers the success of faculty and students in distance education

Instruction: Assist faculty with best practices for online student success

Support: Provide support to online faculty and students

2) Summarize the changes that have been implemented based on SLO and PLO assessments from the past year.

Response: **Updated Spring 2016**

Here is the progress towards each SAO:

Technology - We have adopted Canvas as our course management system. We joined the Online Education Initiative in Fall 2015, and followed a Shared Governance Process at Mission in making this decision - see attached history of adoption of canvas. In Spring 2016, we conducted an extensive training in canvas for our online faculty, and migration to Canvas - see attached migration progress report. Faculty have been advised regularly that the materials on etudes will no longer be available after 6-30-16, and faculty have migrated all of their materials and classes to Canvas.

Training - We have conducted several workshops in Canvas for our faculty during the Spring, and we will have two "hands on" workshops during the Summer.

Support - The DE Coordinator has been actively working with Canvas and the sister colleges to implement Canvas at Mission. All summer and fall 2016 courses have been created for all faculty who are teaching at Mission. This is a new model. In Etudes, since it was fairly expensive, and we were charged by the student, we did not deploy a course using etudes to every faculty member and every class. However, since Canvas is subsidized by the Online Education Initiative, at least until 2019 at no cost to Mission, we are able to successfully "roll out" and deploy a canvas course to each and every faculty, for each and every course taught at Mission for Summer and Fall and subsequent semesters. This will provide a very substantial new access for faculty and students to online resources, training, quizzes, videos, etc.

3) Have the outcomes been re-evaluated since the implemented changes, and if so, has there been an improvement in student learning? Are any further changes scheduled?

Response: **Updated Spring 2016**

**We will continue to guide ourselves using the above 3 Service Area Outcomes to implement new and better online services for our faculty**

## Learning & Teaching - Advisory Board

### Advisory Board (Occupational Disciplines Only)

Exists ☐ Yes ☒ No

Minutes Kept ☐ Yes ☒ No

Recommendations Made ☐ Yes ☒ No

Recommendations Implemented ☐ Yes ☒ No

Meeting Frequency

Last Meeting Date  /

Respondent(s): **David Jordan**

Describe the status of the Advisory Board for this discipline.

Response: **Updated Spring 2016:**

**We have no Advisory Board. We do participate in a district wide group of Distance Education Coordinators - LACCD DDEC see below attachment to show the flowchart of decisions from an individual college (DE Committee), to the District DE Committee (DDEC), to TPPC - Technology Policy and Procedures Committee, District Academic Senate, AFT, and then to the Chancellor for review and approval. This flowchart outlines the support network for DE and is akin to an Advisory Board for a certificate program.**

Please list the recommendations from your advisory board and the actions taken or plan developed as a result of advisory board recommendations.

Response: **Updated Spring 2016:**

**No Advisory Board exists for DE. DE will consult with Academic Affairs, EPC, and Accreditation Steering Committee to determine if DE should develop an Advisory Board and conduct meetings of the Advisory Board, along with implementing any recommendations.**

## Fiscal Responsibility - FTES

### Data Review and Analysis for FTES

Respondent(s): **David Jordan, DE Coordinator**

Analyze trends in FTES over the period for which data were provided, using detailed breakdowns as necessary. Where college-wide data is provided, compare discipline to college-wide trends. Also, discuss college-wide or discipline-department specific factors as they relate to these trends and note the implications on your discipline/department operations or planning.

Response: **Updated Spring 2016:**

**FTES increase from 196 in Spring 2015 to 212 in Fall 2015 or an 8% increase.**

**That is about normal of standard for online classes at Mission**

**To increase the FTES, the college needs to:**

- 1. Add more online classes**
- 3. Provide financial and technical support resources, including IT development, staff development, and student services support online.**

## **Fiscal Responsibility - FTEF**

### **Data Review and Analysis for FTEF R, FTEF H, FTEF**

Respondent(s): **David Jordan, DE Coordinator**

Analyze trends in FTEF Regular, Hourly & Total over the period for which data were provided, using detailed breakdowns as necessary. Where college-wide data is provided, compare discipline to college-wide trends. Also, discuss college-wide or discipline-department specific factors as they relate to these trends and note the implications on your discipline/department operations or planning.

Response: **Updated Spring 2016:**

**To support our online classes at Mission and to grow, we will need to have more online classes and thus more online faculty. This should occur through careful planning through this DE Program Review and Unit Assessment in consultation, of course, with the VPAA and VPSS, and VPAS for planning purposes, along with alignment with the Educational Master Plan, and Dept Chairs through the Council of Instruction, and through the new Integrated Planning Committee.**

## **Fiscal Responsibility - Enrollment Per Section**

### **Data Review and Analysis for Average Class Size**

Respondent(s): **David Jordan**

Analyze trends in Average Class Size over the period for which data were provided, using detailed breakdowns as necessary. Where college-wide data is provided, compare discipline to college-wide trends. Also, discuss college-wide or discipline-department specific factors as they relate to these trends and note the implications on your discipline/department operations or planning.

Response: **Updated Spring 2016**

Class size in online classes increased from 48.4 in Spring 2015 to 53.7 in Fall 2015 (+11%). This is very good growth in online classes, and is substantially higher than the 36.6 students average on campus class size (+20 students more per each online class). This was caused by the increase in cap of many online classes from 40 to 60 or more students.

It does not appear that student success has suffered appreciably in the larger size online classes. See discussion on student success and retention.

## Effective Use of Technology

### Effective Use of Technology

Faculty in this Discipline use the following technologies (check all that apply)

PowerPoint/Computer Projector	<input type="radio"/> Yes.	<input checked="" type="radio"/> No.
Instructor Website	<input type="radio"/> Yes.	<input checked="" type="radio"/> No.
Overhead Projector	<input type="radio"/> Yes.	<input checked="" type="radio"/> No.
VHS	<input type="radio"/> Yes.	<input checked="" type="radio"/> No.
CD ROM	<input type="radio"/> Yes.	<input checked="" type="radio"/> No.

Respondent(s): **David Jordan, DE Coordinator**

Describe the use of technology in this discipline.

Response: **Updated Spring 2016:**

**In Summer 2016 we will start using Canvas as our new online course management system. This is a new, robust system, and it will provide universal access to all of our online/hybrid/and on campus faculty and students.**

**In addition, we have had numerous Canvas workshops during the Spring and Summer 2016 sessions, along with some technology training through the Eagles Nest in 2015. see below**

## Curriculum Status

= Expired

= OK

= About to Expire

= Archived / NA

The information below is populated from the LACCD ECD System.

### DISTANCE ED

### Curriculum Status Response

Respondent(s): **David Jordan**

Response: **updated Spring 2016:**



DE has no curriculum. This is the sole domain of Department Chairs and their faculty. DE depends on the Curriculum Committee, Academic Affairs, and VPAA to ensure online courses and their curriculum are appropriately updated and kept current.

DE has provided the below outline of Sustainability of Online Education which includes the 5 pillars as outlined by the respected Sloan Consortium. see below outline. The 5 pillars are:

1. Learning Effectiveness
2. Access
3. Student Satisfaction
4. Faculty Satisfaction
5. Cost

The Online program at Mission plans through its 3 Year DE Plan to support and sustain Distance Education at Mission.

To ensure sustainability in learning effectiveness, we have and will continue to support the following:

- a. Clear goals and expectations for learners
- b. Multiple representations of course content
- c. Frequent opportunities for active learning
- d. Frequent and constructive feedback
- e. Flexibility and choice in satisfying course objectives and Instructor guidance and support.

## Mission Statement

### Mission Statement

Describe how your program enables the College to fulfill its mission.

Updated Spring 2016 1. Ensuring that students successfully transfer to four-year institutions - online classes allow students to take more classes during the semester without conflict in scheduling, and also provides more access to courses that might not otherwise be available. A majority of our students take at least one online class a semester, and this ensures that our students successfully transfer to four year institutions. 2. Prepare for successful careers in the workplace, and improve their basic skills; - many of the online classes, such as paralegal, computer science, and the like provide workplace skills and help our students obtain gainful employment in the careers of their choice. 3. Encouraging students to become critical thinkers and lifelong learners; - many of our online classes require extensive reading, writing and critical analysis which then fosters lifelong learning. 4. Providing services and programs that improve the lives of the diverse communities we serve. - many of our online classes such as health, dance appreciation, art appreciation and the like improve the lives of our diverse communities.

Respondent(s)

David Jordan, Esq. - DE Coordinator and Co-Chair of the DE Committee

## Optional Department/Discipline/Unit Goals

### Optional Department/Discipline/Unit Goals

OPTIONAL: Please list or upload any department, discipline, or unit goals you would like to document for your program.

N/A

Respondent(s)

**Validation Team Reesponse**

Comments:

**Annual Planning Evaluation**

**Annual Planning Evaluation**

1) Provide a summary statement concerning the success of the unit in meeting the objectives identified in the previous year's program review. If budgetary recommendations were made by the Budget & Planning Committee, please include in your summary whether those recommendations have been implemented.

Updated Spring 2016: This is the fourth DE Program review. The first program review was conducted in 2009. The second was in 2013. the third in 2015, and now the fourth in Spring 2016. see below findings. The only finding in Spring 2015 was to prepare a recommendation for an Online Services Committee which the DEC did, which was reviewed, and "tabled" for further review and consideration. see below

2) Summarize significant results/outcomes or improvements that have been implemented of any projects or improvement plans identified in the previous year's program review, and discuss if you are going to continue these improvements or change them based on the results/outcomes. You may also discuss projects/plans/accomplishments from your unit over the past year, even if they were not mentioned in your previous program review.

Updated Spring 2016: 1. Faculty training in Canvas, and support to migrate content from etudes during Spring and Summer 2016. 2. updated DE and Online websites with Canvas training videos and information 3. Worked with DSPS to establish Task Force on Accessibility -see agenda and minutes attached 4. Worked with IT and Dean Saber to implement Net Tutor for our online students - see <https://mymission.lamission.edu/nettutor.aspx> 5. Worked with Larry Resendez and DSPS on Self Study and DE Accessibility for Online Students - see attached 6. Imbedded Math Lab as Learning tool in Canvas for our Math classes 7. Added Online Academic Services, Online Orientation, "I am registered, Now What", Checklist for new students to [lamission.edu/online](http://lamission.edu/online) 8. DE Review of new online courses for - see below Bus 005 - Summer 2015 - syllabus MM 110 - Fall 2015 - syllabus Psyche 41 - Winter 2016 - syllabus English 28 for Spring 2016 - syllabus - (video review) Math 265 - Calculus I for Spring 2016 (Carole Akl) - syllabus Math 125 Intermediate Algebra for Spring 2016 (Tigran Mkrtchan) - syllabus Math 266 Calculus with Analytic Geometry II (Yoon Yun) - syllabus English 102 - College Reading & Comprehension II (syllabus) Theater Arts 100 - Introduction to Theater (syllabus) (ILEARN) Art 102 - Survey of Art History II - (syllabus) COSCI 487 - Local Area Networks - (syllabus) COSCI 411 - Cyber Security - (syllabus) CD 1 - Child Development & Growth - (syllabus) Dance 805 - History & Appreciation of Dance - (syllabus) Math 115 - Elementary Algebra - (syllabus) Math 267 - Calculus & Analytic Geometry III (syllabus) 9. Review accessibility issues on use of Turnitin 10. Work with IT to develop a canvas export tool to be used by DE Coordinators in District to create and enroll faculty into their canvas courses 11. Update Progress Report - Spring 2016 on 3 Year DE Plan - see below

3) If your program received Student Equity funds and/or have activities included in the Student Equity Plan, please report on the status and success of those activities.

N/A

4) Do you recommend any goals/objectives/measures/activities etc. for inclusion in any of the College's Master Planning documents? If yes, what wording do you suggest and where in the plan should your recommendation be placed?

N/A

5) Describe the unit's status regarding professional accreditation (if applicable)

Respondent(s)

David Jordan, DE Coordinator

**Validation Team Reesponse**

Comments:

## Challenges & Opportunities

### Challenges & Opportunities

#### 1) Program strengths, weaknesses and opportunities for improvement

- A. Identify unit strengths and recommendations to strengthen existing unit programs

Updated Spring 2016: 1. The DE Coordinator at Mission is well trained, works well with faculty, updates the college online website - see supplemental file attached herein, and the DE website, maintains the agendas and minutes of DE meetings, runs the DE meetings, prepared and assisted the college in obtaining Substantive Change Proposal, attends the monthly district DE Coordinators meetings, spearheaded the change and transition from etudes to canvas course management system. see supplemental files herein. 2. The DE Committee meets regularly and is very effective. As a result, in its visit, the ACCJC team commended Mission and DE for its adherence to State and Federal regulations on Distance Education. 3. Canvas is part of the Online Education Initiative and is subsidized by it. This provides the availability of creating a canvas course for each and every faculty and each and every class be taught at Mission either on campus, online or hybrid. This is a real strength in the access to online resources, training, videos, etc. and supported by Canvas, LACCD and the statewide OEI. Recommendations to strengthen our online programs 1. Train our faculty on the Quality Matters program of online pedagogy. 2. Provide an actual "on campus" room for assistance to our online students 2. Another strength is our selection of the etudes course management system, the great etudes support we get from etudes staff, and our online and on campus faculty who were certified in etudes and are currently using it in the classroom and online. Over 100 faculty were trained during the Winter and Spring 2013 semester, and online, hybrid and web enhanced course increased almost 70% from 50 to 60 courses to over 150 courses/sections using etudes to deliver web content to students at Mission

- B. Identify unit weaknesses and recommendations to correct weaknesses

We must be vigilant to continue improving our online classes. Sometimes we can become complacent and that is when we have problems with online classes and instruction.

#### 2) Describe any significant recent events or activities in the state, surrounding community, college, and/or discipline that may have an impact on your unit in the coming year(s).

Updated Spring 2016: Gov. Jerry Brown provided \$16.5M to support online education in California. Recently Foothill-DeAnza and Butte won approval to start this initiative. This has proven very valuable in providing a standard course management system for all of our online classes at Mission and throughout the District. see below supplemental file. We will need to follow these developments closely. We have aligned with the new State Wide DE Coordinators group, and we will do that through our participation in the District DE Coordinators Committee (DDEC). We also need to network with the Chancellors Office State Wide DE Coordinators and their monthly meetings which are archived at <http://onefortraining.org/coordinators> - see attached supplemental file.

Respondent(s)

David Jordan, DE Coordinator

#### Validation Team Reesponse

Comments:

## Supplemental Files

Supplemental Materials:

FileName	Description	Uploaded	Related Area
	Online Course Shell Reviews by		

 <a href="#">Shell Reviews.pdf</a>	DE and Dept. Chairs and Curriculum to approve classes to be taught online	5/27/2016 8:31:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">progress report on 3 year DE Plan.pdf</a>	Progress Report on 3 Year Plan - Spring 2016	5/27/2016 8:29:00 PM	Dept./Disc/Unit Goals	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DEPRT-20.pdf</a>	Spring 2015 Update on 3 Year DE Plan	5/27/2016 8:04:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DE accessibility for online students.pdf</a>	DE Accessibility for Online Students - report for Accreditation Self Study	5/27/2016 7:50:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">task force on web accessibility.pdf</a>	Task Force on Web Accessibility - Minutes and Agenda - Spring 2016	5/27/2016 7:43:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">Online Services Committee (OSC)-draft 4-4-18-15 (1).pdf</a>	Draft of proposed Online Services Committee in response to EPC Program Review recommendation.	5/27/2016 7:28:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">2015 DistEd EPC Response 2.pdf</a>	EPC Commendation/Recommendation on DE Program Review - Spring 2015	5/27/2016 7:26:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">orientation to online learning.pdf</a>	Orientation to Online Learning added Spring 2016	5/27/2016 6:56:00 PM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">migration to canvas progress.pdf</a>	Migration to Canvas - Spring 2016 semester	5/27/2016 6:55:00 PM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">online academic services.pdf</a>	Online Academic Services added to online website - Spring 2016	5/27/2016 6:54:00 PM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DE additional evidence to ACCJC.pdf</a>	DE Additional Evidence requested from ACCJC during Accreditation Visit	5/27/2016 6:53:00 PM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">migration to canvas progress.pdf</a>	Migration to Canvas Progress Report - Spring 2016	5/27/2016 6:33:00 PM	SLO/Assessment Update	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">adoption of canvas.pdf</a>	Adoption of Canvas course Management System - Fall 2015	5/27/2016 6:32:00 PM	SLO/Assessment Update	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">progress report on 3 year DE Plan.pdf</a>	Progress report on 3 year DE Plan	5/27/2016 6:17:00 PM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">Shell Reviews.pdf</a>	Shell Reviews of online classes by Department Chairs and DEC	5/27/2016 5:54:00 PM	Student Success & Retention	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">Orientation to Online Classes.pdf</a>	Orientation to Online Classes Resources to assist students in learning how to take online	5/27/2016 5:33:00 PM	Student Success & Retention	<a href="#">Edit</a> <a href="#">Delete</a>

classes

 <a href="#">Online Services Committee (OSC)-draft 4-4-18-15 (1).pdf</a>	Proposal for Online Services Committee (OSC) 4-4-15	5/27/2016 4:53:00 PM	Response to Recommendations	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">depr-2013.pdf</a>	DE Program Review 2013	2/8/2015 9:49:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">de-program-review-2009.pdf</a>	DE Program Review Findings 2009	2/8/2015 9:29:00 PM	Annual Planning Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DEPRT-20.pdf</a>	DE Program Report - 3 Year Plan and Goals	2/8/2015 9:24:00 PM	Dept./Disc/Unit Goals	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">Eagles Nest Presentations.pdf</a>	Eagles Nest Presentation - November 2014 - Addressing Learning Styles in Etudes	2/8/2015 9:14:00 PM	Effective Use of Technology	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">anytime-anywhere.pdf</a>	Anytime/Anywhere Faculty Training	2/8/2015 9:11:00 PM	Effective Use of Technology	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">screencast.pdf</a>	Presentation at Spring into Spring - 2015 - Faculty Development Day	2/8/2015 9:04:00 PM	Effective Use of Technology	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">RegionalGuide 2013.pdf</a>	Quality Matters training that Mission needs to adopt for its online program and classes during Spring and Fall 2015.	2/8/2015 6:54:00 PM	Student Success & Retention	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">effective-contact-6.pdf</a>	Effective Contact Policy for DE Faculty	2/8/2015 6:44:00 PM	Student Success & Retention	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">retention-success-comparison.pdf</a>	Comparison of Online to On Campus Classes - Retention and Student Success	2/8/2015 6:27:00 PM	Student Success & Retention	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">Fall 2014 Student Survey-2.pdf</a>	Fall 2014 Student Surveys	2/8/2015 6:08:00 PM	Enrollment	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">fall2014-assessment-online-student-services .pdf</a>	Fall 2014 Assessment of Online Classes	2/8/2015 5:58:00 PM	Response to Recommendations	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DEPRT-20.pdf</a>	3 Year Department Plan Template - DEPRT-20	2/8/2015 5:39:00 PM	Response to Recommendations	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">lamcdepr-dept-plan.pdf</a>	3 Year Department Plan - interactive template - lamcdepr	2/8/2015 4:30:00 PM	Response to Recommendations	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DEPRT-20.pdf</a>	3 Year Department Plan Template - DEPRT-20	2/8/2015 4:21:00 PM	Response to Recommendations	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DE Update 5-15-14.pdf</a>	DE Follow Up Progress Report March-May 15, 2013	5/30/2014 6:51:00 PM	Supplemental Files	<a href="#">Edit</a> <a href="#">Delete</a>

 <a href="#">de-rec4-update-4-19-14-ver9.pdf</a>	DE Update to VPAA on Status of Rec. 4 - dated 4-10-14	5/30/2014 6:46:00 PM	Supplemental Files	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">State Wide DE Coordinators Monthly Meetings.pdf</a>	Chancellor's Office State Wide Monthly DE Coordinators Meetings and Archives - maintained by @One	11/19/2013 3:46:00 PM	Challenges & Opportunities	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">CMS-Cost-Management.pdf</a>	Course Management System (CMS) Cost Management Strategy at Mission (proposed plan for further review and adoption by the college)	11/19/2013 3:37:00 PM	Challenges & Opportunities	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">California Online Education Initiative.pdf</a>	California Online Education Initiative, recently awarded to Foothill-DeAnza and Butte Community Colleges. This initiative, if successful, will provide a single, low cost CMS throughout the State of California, and thus help Mission, and other colleges throughout the LACCD control the ever increasing costs of delivering online classes.	11/19/2013 3:13:00 PM	Challenges & Opportunities	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DE websites.pdf</a>	The DE Coordinator maintains and updates the following websites 1.lamission.edu/online 2. DE website 3. Etudes Help Desk	11/19/2013 2:56:00 PM	Challenges & Opportunities	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">Etudes-Pricing-Schedule-2013-2015.pdf</a>	Etudes Pricing Scale - We should budget for an increase to include 6500+ students which will move us from Level 4 to a Level 5 support @ \$50,300	11/19/2013 2:23:00 PM	Supplemental Files	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">executive-summary.pdf</a>	Course Management System Analysis - Executive Summary in support of transition from moodle to etudes during Spring and Fall 2013.	11/19/2013 2:09:00 PM	Challenges & Opportunities	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">DE Coordinator Responsibilities.pdf</a>	DE Coordinator Duties and Responsibilities which support .6 release time in the yearly DE budget	11/19/2013 2:07:00 PM	Challenges & Opportunities	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">OnlineTechSupportAsst_June13-1.pdf</a>	Online Technical Support Assistant for technical support and assistance to students, faculty members and other staff with online courses, learning management systems, and other web-based instruction support at Mission	11/19/2013 1:41:00 PM	Supplemental Files	<a href="#">Edit</a> <a href="#">Delete</a>
	Substantive Change Proposal for Distance Education at Mission.	11/19/2013 1:19:00	Annual Planning	



 <a href="#">substantive-change-proposal.pdf</a>	ACCJC approved our substantive PM change on 6-8-12		Evaluation	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">sustainability.pdf</a>	DE Sustainability	11/11/2013 1:22:00 PM	Curriculum Status	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">epc-eval-update.pdf</a>	All of the online classes were reviewed by DE and Curriculum prior to and as part of the Substantive Change Proposal to the ACCJC which was approved in June 2012. See the EPC Eval Update along with the DE "Sustainability" which is required to ensure our online classes are kept up to date, along with implementing needed resources such as online student services, counseling, etc.	11/11/2013 1:21:00 PM	Curriculum Status	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">laccde-1.pdf</a>	Flowchart of DE decisions from an individual sister college campus to the District DE Committee (DDEC), and District Academic Senate, AFT, and the TPPC (Technology Policy and Planning Committee) and then to the Chancellor. This is the current support network for determining "best practices" in online classes, pedagogy, support, infrastructure, etc. which would otherwise be provided by an Advisory Committee	11/11/2013 12:32:00 PM	Advisory Board	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">contextualization.pdf</a>	Contextualization of math statistics ("statway") with online degrees in Sociology, History, Chicano Studies, Psychology, Philosophy, and Political Science	11/11/2013 11:46:00 AM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">chair-survey.pdf</a>	Chair survey on whether and which departments might support online degrees and certificates (part of the Substantive Change Proposal and rationale for the submission of a Substantive Change Proposal to ACCJC)	11/11/2013 11:34:00 AM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">online-degrees-LAMC.pdf</a>	Certificates or degrees available or nearly available online - DE report of November 2009.	11/11/2013 11:30:00 AM	Degree/Certificate Awards	<a href="#">Edit</a> <a href="#">Delete</a>
 <a href="#">de-forms.pdf</a>	DE forms, and procedures for approval on online faculty and online courses developed by both DE and Curriculum over a 2 year period (2010-2012)	11/11/2013 11:01:00 AM	Student Success & Retention	<a href="#">Edit</a> <a href="#">Delete</a>
	Quality Matters annotated course			

## Feedbaack

### Feedback

For continuous improvement, Program Review Oversight Committee takes your suggestions seriously. Please tell us which screen name(s) you would like to improve or change and how to make those changes or improvements.

**Kudos to EPC in reviewing programs and ensuring they are validated through the Program Review process.**

Respondent(s)

David Jordan, Esq. - DE Coordinator and Co-Chair of the DE Committee

## Active Objectives & Resources

### Objective

Objective 1 :	<b>Utilize a DE Coordinator to coordinate the online program</b> (2016-2017) (Priority: High)
Previous Set Goal:	
New Related Goal Areas:	1. Expand Access and Prepare Students for Success 3. Improve Quality of Educational Programs and Services to Increase Student Success
Individual(s) Responsible:	David Jordan
Period:	7/1/2015 - 6/1/2016
Activity:	The online/DE program and online classes are required to have a DE Coordinator. Each college throughout the LACCD has a DE Coordinator. The DE Coordinator is responsible for a number of activities. see supplemental file herein
Expected Outcome and Measure:	annual program review and improvement of overall DE program as measured by FTEF, FTES, student success, retention for online students.
Priority:	High ( )
Assessment:	The DE Coordinator now receives .4 release time (2 classes)
Status:	InProgress

### Resource

Resource Requested:	PersonnelHourly (2015-2016) (Quantity: 0 StandardHours )
Anticipated Total Cost:	\$0
Contact Person:	David Jordan
	The DE Coordinator at Mission was at .2 release time. The Gap Analysis of Dr. Lee indicated that the college should review the DE Coordinator release time, and increase it, if appropriate. The College President and VPAA reviewed the matter and



Description of Item:	increased the DE Coordinator position from .2 to .4 immediately in the Fall Semester (thus the .6 release time for the DE Coordinator in Spring 2014.) Compared with other DE programs, the DE release time should remain at .6 and not .4 - see supplemental file herein on the responsibilities of the DE Coordinator
Type:	Ongoing
Resource Priority:	High
Status:	PendingFunding

### 2017-2018 Active Resource Summary

Category	FTE	On-Going Requests	One-Time Requests	Total Cost
<b>Personnel (Adjunct)</b>	0.0	1	0	\$0
<b>Personnel (FRg/Classified/Unclassified)</b>	0.0	0	0	\$0
<b>Supplies/Printing</b>	0.0	0	0	\$0
<b>Equipment</b>	0.0	0	0	\$0
<b>Other</b>	0.0	0	0	\$0
<b>Totals</b>	<b>0.0</b>	<b>1</b>	<b>0</b>	<b>\$0</b>

### 2016-2017 Distance Education Budget Information

Category	FTE	Total Budget
<b>Totals</b>		<b>\$0</b>

Unit Assessment Completed By: David Jordan, DE Coordinator and Co-Chair of DEC @ 5/27/2016 8:16:00 PM

Unit Assessment Submitted By: @