



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

San Mateo County Community College District  
**Distance Education Strategic Plan**

*2019-2022*

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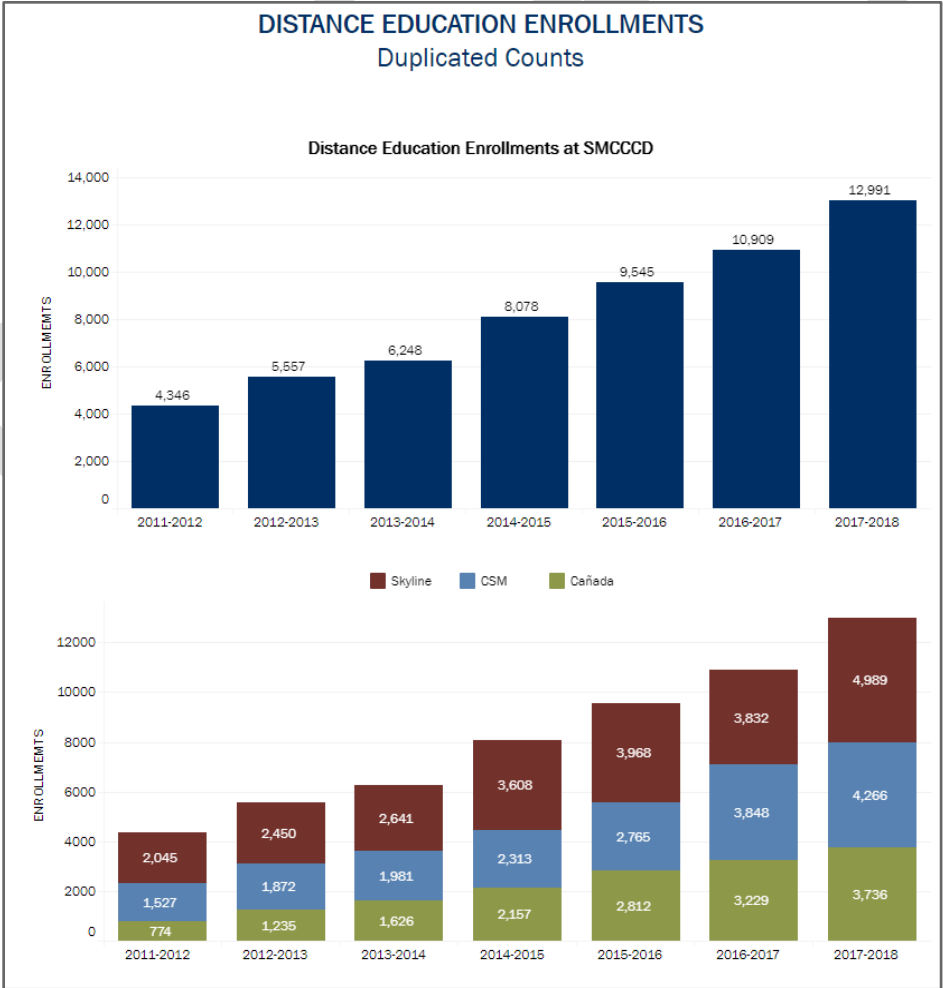
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# Executive Summary

Distance education enrollments in both online and hybrid courses throughout the district have tripled since 2011 as illustrated in the graph below. A breakdown of the enrollments counts by college, also indicates that the growth trend is consistent amongst the three colleges.

In the previous Distance Education Strategic plan a heavy focus was placed on growing the distance education course offerings at each college. The plan made provisions for a training pathway to ready faculty to teach online as well as tools for delivering instruction.

The colleges wish to shift the DEAC’s focus from quantity to quality. Currently, success and retention rates do not vary greatly between online and face-to-face modalities, which demonstrates the strength of our existing distance education program. However, there is a need for further analysis of retention and success rates for underrepresented student populations, online tools and support services for students and faculty members, and technology training needs for students and faculty members. It is our hope that analysis of this data will guide DEAC in creating inclusive and student-centered policies and recommendations.



<https://public.tableau.com/profile/smcccd#!/vizhome/dsp/CohortCharacteristics>

## Purpose of Distance Education Advisory Committee (DEAC)

In 2006, to better coordinate distance education efforts, the District formed the Distance Education Advisory Committee (DEAC). Co-chaired by a faculty member and the Vice Chancellor of Educational Services and Planning, the committee is charged to provide strategic District-wide goals for distance education; evaluate the District's technology needs in assisting student learning; identify and disseminate best practices; and make District-wide recommendations for enhancing and expanding distance education instructional modalities.

DEAC continues to offer the colleges strategic recommendations, research, best practices and planning for developing high quality online learning. Likewise, the colleges' DE Teams bring distance education-related questions and projects to DEAC for cross-college collaboration.

District DEAC reports to District Academic Senate. DEAC members are also responsible for reporting out to their college DE Teams, local Academic Senate and college governance structures. For more information about how DEAC communicates with stakeholders, please see the DEAC Communication Chart.

## Purpose of the SMCCCD Distance Education Strategic Plan

This SMCCCD Distance Education Strategic Plan serves as an overarching summary of current work and planned collaborative projects between the distance education teams at each college. The plan also articulates District-wide goals in the area of Distance Education. The District and the Colleges will collaborate in order to successfully implement both District and College distance education goals and recommendations.

## SMCCCD DEAC Goals

In alignment with the [2016-2019 Memorandum of Understanding \(MOU\) between AFT and the District in regards to Distance Education](#), DEAC is tasked with making recommendations on issues including the following:

- A. Policies and procedures relating to distance education in the District.
- B. District-wide distance education goals, long range planning policies and enrollment trends.
- C. How support services and training opportunities for faculty can be developed and enhanced.
- D. How communications respecting such matters as changes in available technology, support services
- E. Policies respecting security and surveillance of electronic work activities such as e-mail and Internet access usage.

To meet these priorities, DEAC has identified the following goals for 2019-2022:

- Goal 1: Update and recommend Distance Education Policies and Procedures to meet current legislative requirements.
  - Objective 1: Outline procedures and best practices to achieve Regular and Effective Contact.
  - Objective 2: Update CurricUNET to reflect recent Title V changes to DE Contact
  - Objective 3: Advocate for Instructional Accessibility Specialist to support faculty in meeting Section 508 and WCAG 2.0 requirements.
  - Objective 4: Establish minimum recommendations for technology infrastructure to support distance education.
  - Objective 5: Update Faculty Evaluation Online Observation Form to align with current best practices and regulations.
- Goal 2: Identify communication channels and the responsible committee members to create greater transparency
  - Objective 1: Develop Communication Chart to map flow of information
  - Objective 2: Update DEAC website
- Goal 3: Faculty receive effective district-wide support for distance education training and learning.
  - Objective 1: Define curriculum and identify timeline for Online Faculty Training/Re-Training
  - Objective 2: Re-establish Online Faculty Training Stipends/Hourly Rate for training
- Goal 4: Distance Education students have access to instructional, student services, learning resources and other support services.
  - Objective 1: Put NetTutor on Shared Software list, so students across all campuses have access to the same discipline support and hours of support.
  - Objective 2: Implement online proctoring solution to meet articulation requirements/agreements for online courses.
- Goal 5: Align Distance Education support efforts across the colleges.
  - Objective 1: Deliver cross-campus Flex Day trainings for DE faculty.
  - Objective 2: Develop district-wide DE faculty handbook

## Plan Implementation

Successful implementation of the SMCCCD Distance Education Strategic Plan will rely upon well-coordinated and highly-collaborative efforts between the colleges and the District. At the District level, DEAC will continue discuss key trends and issues, and make Districtwide recommendations to the Chancellor's Council. The approaches taken by the Colleges to establish annual goals and targets and develop actions to meet them will be determined by each College and shared with DEAC.

The evaluation of the SMCCCD Distance Education Strategic Plan will be conducted biannually by DEAC in consultation with the Colleges using best practices in research and evaluation. The

results of the evaluation will be widely shared with various constituent groups and used for strengthening the overall distance education programs and services in the District.

## DEAC Communication Chart

