Actions completed to date:

- DE Plan approved by DE Committee (DEC) on 2-12-14 (1)
- DE Plan approved by EPC on 4-14-14 (2) (DE Minutes) and (2A-EPC Minutes)
- Migrated college Course Management System to Etudes and Etudes training/certification of 125 Mission faculty – Spring 2013 to Fall 2013. (3)
- Identified members and charge (*to improve access to counseling services for LAMC DE Students) of Ad Hoc DE/SSSC Committee and scheduled first organizational meeting for 4/22 (2)
- Developed and posted Steps to Teach a New Online class on DE website on 3/20/14 (4)
- Developed and posted Steps to Use Etudes in Student Evaluation of Online Instructor on DE website on 4/17/14 (5)
- Revised and Updated Annotated Shell Review Rubric used in evaluation of a new online class – 3-27-14 (6)
- Reviewed Bio 3 Shell (3-27-14) using the new shell rubric, and trained Department Chair and instructor on the elements of the rubric, comments, and how to improve the class (7)
- Identified technology for use in online counseling (CCC Confer, and AskOnline) – 4/16/14 (2)
- Identified members of the DEC who will take charge and be responsible for DE Plan Action Items (below) – 4-16-14 (2)
- Identified Noel-Levitz Priorities Survey of Online Learners as the model for our DE Survey questions, evaluation, assessment of our DE students – 4-16-14 (2)
- Updated list of approved DE Classes – 4-18-14 (8)
- Updated list of LAMC Certificated Faculty – 3-27-14 (9)
- Scheduled Section 508 faculty training on accessibility and Use of Etudes in Student Evaluation of Online Instructors Scheduled for Summer and Fall 2014 (10)
Progress - DE Plan Action Items

- **DE/SSSC** – (4/16) DEC recommended the formation of an Ad Hoc DE/SSSC Committee, and identified the members of the committee: Counseling, DSPS, STEM Director, Lead 3SP Director, DECO and IT, identified the charge of the Committee ("to improve access to student services for our LAMC DE students"), and first organizational meeting scheduled for 4/22, identify technology/resources (i.e. CCC Confer and AskOnline) for online counseling by 5/21, implementation of improvement of online counseling, and other students by 10/1, assessment and evaluation by 12/19

- **DE Survey** -- questions complete by start of 8/25, survey complete by 10/1, results evaluated and recommendations by 11/3, actions/improvements identified by 12/1, assessment and evaluation by 2/1/15

- **Regular Effective Contact Policy** - (4/16) DEC recommends a Regular Effective Policy be adopted, review of "best practices" of Mira Costa, Foothill, Mount San Jacinto, Chaffey, and others by 5/1, adopt policy by 5/21, actions/improvements identified by 9/30, implementation by 12/15, assessment and evaluation by 2/2/15

- **Mission Online website redesign** - review design including Section 508 compliance regulations including input from faculty/students by 6/16, all recommendations implemented by 8/25, student/faculty focus groups, DE student survey to evaluate re-designed website y 10/1, evaluate results by 11/3, identify actions/improvements by 12/1, implement suggested changes/improvements by 1/15/15, assessment and re-evaluation by 2/16/15

- **Curriculum/DEC/SSSC** – steps to teach online posted to DE website (3/20), updated, revised, and edited Shell Review rubric posted to website (3/27), steps to administer etudes eval posted to website (4/17), review and update steps/procedures to create online courses, improve quality of online instruction, and student services for online students by 10/1, identify actions/improvements by 12/1, implement suggested changes/improvements by 1/15/15, assessment and evaluation by 2/16/15

- **DECO and Prof Dev** - schedule training sessions for Dept. Chairs on Etudes Student Eval system by 5/21, train Dept. Chairs 6/15 - 10/15, assess and evaluate training by 11/14, identify actions/improvements by 12/15, implement improvements by 1/15/15, re-assessment and re-evaluation by 2/16/15

- **DE Charter** - DEC reviews "best practices" on goals of DEC by 5/21, edit/review and update charter by 8/25, Compare goals with new AFT 1521 - Article 40 by 10/1, review membership, and recommend additional members by 10/1, submit for review and approval by EPC by 10/30, by Academic Senate by 11/10, and College Council by 12/10, and publish on website by 12/15

- **DECO/Prof Dev/DSPS** - schedule workshops to assist faculty with 508 standards by 5/21, provide training, tutorials, videos, powerpoints by 10/15, assess and evaluate by 11/15, identify actions/improvements by 12/15, implement improvements by 1/15/15

- **DECO** - DEC update scope and responsibilities of DECO - review duties/responsibilities/charge of DECO - by 9/1, update and adopt scope and responsibilities of DECO by 10/1, VPAA to evaluate reassign time for DECO by 11/1, updated scope and responsibilities, and reassign time published on website by 12/1, assess, evaluate, and suggest improvements by 2/1/15

- **DE Program Review** - submit Spring 2014 DE Program Review by 5/30, EPC validates DE program review by 6/30, identify actions/improvements by 7/15, improvements made by 8/25, DE Survey results by 10/1, assessment and re-evaluation of DE Program review, and improvements by 12/1
Evidence

1. DE Minutes 2-12-14 - http://lamission.edu/de/minutes-de-2-12-14.pdf
2. DE Minutes 4-16-14 - http://lamission.edu/de/minutes-de-4-16-14.pdf
3. Migration of college Course Management System to Etudes and Etudes training/certification of 120+ Mission Faculty – http://lamission.edu/de/etudes-migration.pdf
4. Steps to Teach a New Online Course – 3/20/14 - http://lamission.edu/de/online-teaching/
8. DE Plan Action Items – 4-16-14 – http://lamission.edu/de/de-action-items.pdf
9. Updated list of Approved DE Classes – 4-18-14 – http://lamission.edu/de/approved-de-classes.pdf

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