

College Action Project Worksheet for CAP Projects – October 21, 2016 Update

CAP: 1.2.3 Increase Student Success in Distance Learning Courses

Champion: Garret Brand

a. Current CAP Team Members:

- Garry Brand (Interim Exec Dir of DLIT, Online Faculty Trainer, Online Faculty)
- Victoria Janowiak (Business and Financial Services)
- Eric Mullen (Admissions)
- Don VanOeveren (Open Computer Lab Rep)
- Jose Mora (DLIT Support Professional)
- Lisa Gleoge (Online Faculty)
- Lori DeBie (Library)
- Saibo Williams (Student Technology Support)
- Rafael Pastrano- Espinoza (DLIT)
- Meegan Willi (DLIT)

b. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)

GRCC's core mission is centered on facilitating student success. Data show that students enrolled in distance learning (online and hybrid) courses at GRCC experience lower success rates than their counterparts in on-ground courses. The purpose of this CAP is to increase the success of distance learning students by addressing four activities:

- *Improving systems and processes that prepare students for distance learning,*
- *Improving student support systems and processes related to distance learning,*
- *Improving the overall distance learning student experience, and*
- *Identifying and addressing other factors that contribute to success.*

c. Describe the **goals** of this Action Project (in 100 words or fewer)

Consistent with the purpose outlined above, the goals of the project focus on three phases of the distance learning student experience—1) taking steps to ensure distance learning is a good fit for students prior to enrollment, 2) effectively preparing students for distance learning once enrolled, and 3) effectively support students during the distance learning experience. These are reflected in the following specific goals...

- *Get the right students in distance learning courses*
 - *Increase student readiness*
 - *Increase online student support*
 - *Increase student success*
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d. What **measurable criteria** will be used to determine this project's success?

Criteria are based on measurement of the goals above. While additional criteria may be added, the initial set includes...

- *Students demonstrate required competencies before enrollment in first distance learning course*
- *Increased online student support services*
- *Increased student utilization of online support*
- *Increased distance learning course success rates (percent of A-C grades) each academic year*

e. Please provide the **results of your lead measures** to date (either tables or charts). (Compelling Scoreboard)

Note: Winter 2017 will be the first semester for the mandatory distance learning orientation. This will be the first semester where students will demonstrate competencies. However, students will be allowed to enroll. February 2017 (registration for Summer) will be the first time students will be required to demonstrate these competencies before enrollment.

f. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.

- *1 – Persistence rate (fall to winter, part and full time (NCCBP definition), Michigan metric.*
- *2 - Completion (150% graduation rate) for first time/full time students.*
- *3 - Course success rates (percent of A – C grades).*
- *5 - Retention rate (fall to fall for first time, degree-seeking students).*

This project will indirectly impact persistence, completion and retention. The most direct impact will be 3 – Course success rates. The goal is not only to increase distance learning course success rates, but to have them meet or exceed campus course success rates.

g. What **personnel resources** will be required to deliver the project successfully?

- *Personnel to build (and revise) the mandatory DL orientation.*
- *Personnel to facilitate, manage and support the mandatory DL orientation.*
- *Personnel to track and report data related to indicators of success (e.g. persistence, completion, success and retention rates).*
- *Personnel to make updates to the grcc.edu/online website.*
- *Personnel to assist with creation and administration of needed survey(s).*

Requirements for the Mandatory DL Orientation project;

- "GRCC Distance Learning Orientation" course in Blackboard (created by IT).
 - Identify new (never before at GRCC) DL (Online or Hybrid) students in PeopleSoft (done).
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- Ensure these students ("b" above) complete the "GRCC Distance Learning Orientation" in Blackboard ("a" above) before they can register for a DL course (February 2017).
- Create an automatic way to block and remove flags. We don't want this to become a barrier for enrollment (done, requires testing)
- Create a "view" to check assessment completion and the ability to run batch process manually (completed by IT).
- Prerequisites need to be in PS on/before Feb 2016 (this has changed based on our Winter 2017 launch). (Need to communicate to departments)

Resources needed to successfully complete this project, as well as the availability of those resources;

- IT Staff to create the orientation course in Blackboard.
- DL FAB members to ensure content is added. Garret Brand will be the initial Instructor.
- IT Staff to do the work in PeopleSoft, Blackboard and other systems indicated by 1.b-f above.
- There are very few resources available in the Distance Learning support area.

h. What **additional resources** will be required to develop and/or sustain the project?

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies			
Training			
Equipment/ Software			
Other			
TOTAL Cost Estimate			

i. Will this project require any **additional budget dollars** for the 2016-2017 academic year that have not already been secured? X NO Yes

If yes, please describe briefly:

j. Provide a 12-month work plan for 2016-2017 for this project:

Month	Activity	Person Responsible	Status (Oct 2016)
August, 2016	Student videos for orientation modules recorded.	Klass Kwant	Complete
September, 2016	Student videos for orientation modules produced.	Klaas Kwant	Complete
October, 2016	All orientation modules complete and ready for loading of students.	CAP Team	Complete
November, 2016	Students loaded into orientation and communications begin.	CAP Team, IT, Enrollment	In Progress
December, 2016	Students complete orientation before Winter classes start.	DLIT	
January, 2017	Prerequisites entered for Summer and Fall 2017 online and hybrid classes.	Departments	
February, 2017	Prerequisites enforced for Summer 2017 classes.	IT	
March, 2017	Prerequisites enforced for Fall 2017 classes.	IT	
April, 2017	Survey students	DLIT	
May, 2017	Gather data for Winter 2017	DLIT, IRP, IT	
June, 2017	Make revisions based on feedback and data.	DLIT	

k. When will your Team meet? Please provide **Team meeting dates** for August 2016 to June 2017

The CAP Team and DL FAB will meet immediately after each SLT meeting.

l. What **new CAPs** would your CAP team suggest as natural next steps to your current project?

None (currently)
