We are requesting one FTEF for Spring 2009 to enable us to offer 4 or 5 new online classes. A challenge we face is that faculty are reluctant to eliminate an on-campus section of a course to offer a new online section. Online classes typically fill very early, and are very productive, with a Spring 2008 WSCH/FTEF of 643 vs. 478 for the college overall. We believe much of the almost 70% growth in enrollment in online classes in the past year is incremental (not just cannibalizing on-campus enrollments), as documented in a cannibalization study of the business division completed last year. We would solicit applications from faculty for incremental sections, and prioritize underrepresented disciplines in our online curriculum such as Math and English.

NOTE: This may be the incorrect form on which to request this FTEF, and it’s repeated on Part IV of the plan. The request was included here just to be certain it was fully covered in the plan.
Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit: Distance Education
Division or Area to Which You Report: Applied Technology & Business
Author(s) of this Unit Plan: Jan Novak
Date: March 1, 2008

Audience: Administrative Staff
Purpose: Providing explanation and justification for new and replacement positions for full-time and part-time regular (permanent) classified positions
Instructions: Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request. If this position is categorically funded, include and designate the funding source of new categorically-funded position where continuation is contingent upon available funding.

We are requesting part-time professional expert support for DE Committee projects. These include:

- Continually updating the CVC website to include our online courses and programs. This website lists all California community college online courses, and is an important reference for our students. Having an accurate listing on this website is an important marketing tool.
- Completing a cannibalization study for additional disciplines. The business discipline conducted a study last year to determine if online students are incremental or just cannibalize on-campus enrollments, with encouraging results. We’d like to expand this study to include additional disciplines. This will be important for motivating faculty to teach online, which is a key barrier to online course expansion.
- Development of our online student website. We have significant work to do to develop comprehensive web information on our online courses and services. Providing this information should help students make smarter enrollment decisions, thus increasing retention and success. It should also attract students to Chabot, improving our enrollment.

Total DE Committee support request: 160 hours at $25/hour, or $4,000.

We are also requesting part-time professional expert and Blackboard tutor support to provide evening and weekend Blackboard student support.

- Blackboard on-campus evening tutor: first 3 weeks and finals week of each semester, 12 hours per week. 4 weeks x 12 hours/week x 3 semesters x $9/hour = $1,296
- Blackboard professional expert weekend online support: 44 weeks per year x 6.1 hours/week x $25/hour = $6,710

Total Blackboard student support request: $8,006