Unit Plan – PROPOSAL FOR NEW INITIATIVES

Unit: Distance Education
Division or Area to Which You Report: Applied Technology & Business
Name of Person Completing this Form: Jan Novak
Date: March 1, 2008

Audience: Deans/Unit Administrators, IPBC, Foundation, Grants, Budget,

Purpose: A “New Initiative” is a new project or expansion of a current project that supports college goals. The project will require the support of additional and/or outside funding. The information you provide will facilitate and focus the research and development process for finding outside funding.

Instructions: Please fill in the following information.

Priority Objective or Strategic Plan Objective Addressed: Improve the quality and scope of distance education offerings; increase response to online enrollment demand.

Objective: (include goal/objective number from Part II of your Unit Plan for reference)

2. Provide high-quality training for potential and current online instructors.

Project Description:
Our initial focus in online expansion was on scope (expanding the number of online sections). We need additional training resources and incentives to continue to improve the quality of our online offerings.

Expected Outcome:
- Provide training to at least 25 Chabot faculty in hybrid online course development.
- Provide advanced training to at least 25 current online instructors.
- Provide basic online teaching training (@One or Sloan) to at least 10 additional faculty.
- Integrate multimedia tools in at least 10 additional courses to enhance student learning and retention into online classes.

Activity Plan to Accomplish the Objective:

<table>
<thead>
<tr>
<th>ACTIVITY NO.</th>
<th>ACTIVITY (simple description)</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>TIMELINE (OR TARGET COMPLETION DATE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Develop workshop series for hybrid online course development—both on-campus and online workshops.</td>
<td>Lisa Ulibarri</td>
<td>Announce in May for Fall 2008.</td>
</tr>
<tr>
<td>ACTIVITY NO.</td>
<td>BUDGET CATEGORY AND ACCOUNT NUMBER</td>
<td>DESCRIPTION</td>
<td>COST</td>
</tr>
<tr>
<td>-------------</td>
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<tr>
<td></td>
<td>Personnel (staffing and benefits for professional experts, reassigned time, classified personnel).*</td>
<td>All personnel costs are covered in Objective #1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Other</td>
<td>Software to add audio to online courses: Camtasia, SnagIt, podcast recorders/software, Blackboard plugins, etc.: $10,000 Online teaching conference fees, travel, substitute costs: $4,000 Online course awards for exemplary courses and trailblazing use of technology: 2 awards @ $1,000 each = $2,000</td>
<td>$16,000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>$16,000</td>
</tr>
</tbody>
</table>

Proposed personnel workload may be covered by:

( ) New Hires: ( Faculty # of positions ____________ ( Classified staff # of positions ________
( ) Reassigning existing employee(s) to the project; employee(s)' current workload will be:
( ) Covered by overload or part-time employee(s)
( ) Covered by hiring temporary replacement(s)
( ) Other, explain __________________________________________________________________________

At the end of the project period, the proposed project will:

( ) Be completed (onetime only effort)
( ) Require additional funding to continue and/or institutionalize the project (obtained by/from):
Continuous improvement of our online courses to enhance student learning will require an ongoing commitment of training and software funding.

Will the proposed project require facility modifications, additional space, or program relocation?
(  No  (  Yes, explain: _____________________________________________________________
________________________________________________________________________________

Will the proposed project involve subcontractors, collaborative partners, or cooperative agreements?
(  No  (  Yes, explain: _____________________________________________________________
________________________________________________________________________________

Do you know of any grant funding sources that would meet the needs of the proposed project?
√  No  ☐  Yes, list potential funding sources:

