

Steering Committee

March 29, 2017

3/27/2017

2017 Work Plan for Implementation Committee

(assuming approval of recommendations by Innovation and Online Committee on 3/29/17)

No.	Issue	Deliverable	2017 Date for Presentation to Steering Comm.
Quality Workgroup			
1.	<p>Ensuring Quality Courses: <u>Affordability 1.2.1:</u> Co-develop a quality certification system with its own rubric to measure course quality or invest in state-level licensing agreements.</p> <p><u>Quality 1.1.3:</u> Ensure implementation of a course certification system at all universities offering online education</p> <p>[Designate such courses in FLVC course catalog, per Quality 1.1.2 below]</p>	<p><i>Proposal approved by Steering Committee 1/25/17 to be presented to Board's Innovation and Online Committee on 3/29/2017 (QM or comparable process; course design template to be developed for faculty to use at their discretion; statewide agreement negotiated by FLVC or Board staff for QM).</i></p> <p>NEXT STEPS:</p> <p>(1) Update survey to determine current systems used in SUS to certify quality of courses. (2) FLVC or Board staff negotiates opt-in agreement with QM (3) Develop system quality review process (consider system review team, etc.) (4) FLVC develops coding structure for Quality and High Quality designations in DL catalog. (Will be ready to implement in fall 2017.) (5) Develop course design template for voluntary faculty use</p>	<p>#1 – 4: August 2017</p> <p>#5 – November 2017</p>
2.	<p>Awards for Quality Courses: <u>Quality 1.1.1.</u> In conjunction with the FCS, create a statewide award system for exceptional online courses and coding structure for FLVC catalog.</p> <p><u>Quality 1.1.2:</u> Create a coding system in the FLVC course catalog that allows for the identification of quality certified, President's Award, Florida's Quality Award, and Chancellor's Quality Aware courses.</p>	<p>Proposal to be submitted to Steering Committee in August 2017 and to IOC in November (first awards to be given at end of spring 2019 semester):</p> <p>(1) Proposal developed for awards program for high quality courses (2) FLVC develops coding structure for awards program in distance learning catalog (<i>by June 2018</i>) (3) Designation of award winners in the FLVC DL catalog – in subsequent terms after award given (<i>first awards given in spring 2019</i>)</p>	<p>#1 - August 2017</p>

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Online Programs and Courses			
3.	<p><u>Access 1.1.2</u> Offer a broad range of fully online degree programs in most Classification of Instructional Programs (CIP) codes reflected in the Board of Governors Approved Academic Program</p> <p><u>Access 3.1.2:</u> Ensure universities are using need and demand data when considering programs for online delivery</p>	<p><i>Proposal approved by Steering Committee 1/25/17 to be presented to Board's Innovation and Online Committee on 3/29/2017</i></p> <p>NEXT STEPS:</p> <p>1. Workgroup will draft a proposal to take to the Academic Program Coordination Committee for consideration; APCC will be asked to consider incorporating a review of new online majors into their existing process for reviewing new academic programs.</p>	June 2017
4.	<p><u>Access 1.1.1</u> Establish and maintain an inventory of SUS online programs, as well as online courses. Ensure consistency of FLVC DL catalog with Board's Inventory.</p>	<p>Maintain an inventory of online majors on the Board web site.</p> <p>NEXT STEPS:</p> <p>(1) Board staff will develop a database, working with Board and institutional staff on data elements, and document process for keeping it current.</p> <p>(2) Board staff will survey institutions for initial inventory and upload into database</p> <p>(3) Board staff will develop an application for delivery of the data to FLVC, university users, and others.</p> <p>(4) FLVC will run Board data against its database to ensure consistency.</p> <p>(5) Board staff will develop an application allowing universities to upload/manage their inventory of online programs.</p> <p>[Note: The tactic includes an inventory of online courses. FLVC's catalog reflects, at a minimum, online courses for which distance learning fees are charged. The Board databases capture (after-the-fact) distance learning courses that had enrollments in them. While neither approach reflects a complete and current inventory, together they give a sense of the extent of DL courses in the system. The</p>	#1 - #5: Nov 2017

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		recommendation is to remove “as well as online courses” from the tactic.]	
5.	<p><u>Affordability 1.2.2:</u> Develop or co-develop shared master courses that would be available, but not required, for use in specific high-demand areas.</p> <p><u>Affordability 3.1.1:</u> Develop or co-develop shared programs that would be available, but not required, for use in areas of high demand while maintaining quality and increasing efficiencies through an innovative, shared model.</p>	<p>Proposal approved by Steering Committee 1/25/17 to be presented to Board’s Innovation and Online Committee on 3/29/2017</p> <p>NEXT STEPS:</p> <p>(1) Online Programs Committee will propose a university to establish, maintain, and manage a repository for the gen ed core courses.</p> <p>(2) Establish a faculty oversight committee to maintain oversight to assure quality and accessibility. The university that manages the repository will coordinate the appointments of the faculty oversight committee. [Is the workgroup that developed the recommendation also the lead for ensuring implementation of the recommendation?]</p> <p>(3) Create a Shared Degree Program Task Force to recommend the viability of models used by other states, including relevant cost and cost/benefit estimates. The Chancellor’s Office will coordinate the appointments of the task force. [Is the workgroup that developed the recommendation also the lead for ensuring implementation of the recommendation?]</p>	<p>(1) June 2017</p> <p>(2) August 2017</p> <p>(3) August 2017</p>
6.	<p><u>Affordability 3.1.2:</u> Develop or co-develop competency-based and adaptive learning programs that would be available, but not required, for use in appropriate areas of high demand, primarily around adults and workforce needs, while maintaining quality and increasing efficiencies through an innovative, shared model..</p>	<p>Online Programs Workgroup will develop a plan for how competency-based and adaptive learning programs could be funded, developed/co-developed, and delivered.</p> <p>First competency-based and/or adaptive learning program(s) will be available to the extent funding allows.</p>	August, 2017
7.	<p><u>Affordability 2.1.1:</u> Determine and promote methods to increase the use</p>	<p>Proposal approved by Steering Committee 1/25/17 to be presented to Board’s Innovation and Online Committee on 3/29/2017</p>	

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	<p>of open-access textbook and educational resources to reduce costs to students</p> <p><u>Affordability 2.1.2:</u> Reduce the costs of eTextbooks for students through mechanisms that could include negotiating lower pricing with vendors and providing an enhanced repository for educational material.</p>	<p>NEXT STEPS:</p> <p>(1) Recommend to the Steering Committee the selection of an OER/eText catalog tool</p> <p>(2) Implement state-wide PR and marketing efforts to increase faculty awareness as well as coordinate usage, training, and technical support. [The recommendation was for each institution’s eText/OER Coordinator to coordinate the OER Champions, who would work with institutional PR and marketing groups to create informational materials for dissemination. Who appoints the Coordinators and Champions and ensures state-wide PR and marketing efforts are developed and implemented? Is the workgroup that developed the recommendation also the lead for ensuring implementation of the recommendation”]</p> <p>(3) Recommend to the Steering Committee a repository tool to support sharing and adoption of new OER.</p>	<p>(1) August 2017</p> <p>(2) Nov 2017</p> <p>(3) Nov 2017</p>
8.	<p><u>Quality 2.1.1:</u> Create a statewide online education research consortium with members from Florida institutions interested in sharing and presenting research, determining research needs in online education, and identifying collaborative research projects.</p> <p><u>Quality 2.1.2</u> Develop a process to share research-based best practices that are occurring across the different institutions.</p>	<p>Research Consortium created in 2016.</p> <p>Deliverable: Research Consortium will recommend a process for sharing research-based best practices.</p>	<p>August 2017</p>
9.	<p><u>Access 1.1.3:</u> Increase 2 + 2 collaborations between SUS institutions and institutions in the Florida College System. Increase strategic</p>	<p>Online Programs Workgroup to develop recommendations on the process for identifying and creating these collaborations.</p>	<p>??</p>

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	collaborations between SUS institutions, as well as between SUS institutions and other [postsecondary] universities, to meet the statewide goals for providing access to online instruction.		
10.	<u>Access 3.1.1:</u> Encourage universities to work with employers in their respective regions to identify unmet continuing education needs.	<i>Proposal approved by Steering Committee 1/25/17</i> NEXT STEPS: Online Workgroup will draft a letter for provosts' consideration.	June 2017
Infrastructure Workgroup			
11.	<u>Quality 2.2.1:</u> Use a scorecard to ensure that each university has the technology needed to provide quality online education. <u>Quality 2.2.3:</u> Using Quality Scorecard or a similar process, ensure universities review their infrastructure to confirm that students, including students with disabilities, can easily access their online instruction.	(1) Recommendations developed for best process(es) for conducting technology reviews and the timeframe in which the reviews should be undertaken at each institution. (2) Reviews undertaken at institutions. Report given to Steering Committee	#1 – June 2017 #2 – Nov 2017
12.	<u>Quality 2.2.2:</u> Develop a structure to facilitate collaboration system-wide in evaluating, recommending, and purchasing software to	<i>Proposal approved by Steering Committee 1/25/17 to be presented to Board's Innovation and Online Committee on 3/29/2017</i> NEXT STEPS FOR COLLABORTION: (1) Steering Committee appoints State Educational Licensing Committee, which will develop operating procedures. [What is the process for making appointments? Is the workgroup that	(1) June 2017

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	<p>ensure cost efficiencies and effectiveness</p> <p><u>Affordability 1.1.2:</u> Explore additional items for potential sharing to expand the quality of the student online learning experience while reducing costs through efficiency, such as a Proctoring Network, Tutoring Network, and expansion of Florida Orange Grove shared resources.</p>	<p style="color: red;">developed the recommendation also the lead for ensuring implementation of the recommendation”]</p> <p>(2) SELC will identify technology, software, and/or services to explore and test. Recommendations for implementation will be made to the Steering Committee.</p> <p>NEXT STEPS FOR PROCTORING:</p> <p>(1) Steering Committee appoints Proctoring Network Committee, which will develop operating procedures. [What is the process for making appointments? Is the workgroup that developed the recommendation also the lead for ensuring implementation of the recommendation”]</p> <p>(2) The PNC will develop a funding proposal for consideration by the Steering Committee and, if approved, by the Board. The proposal will include the development and maintenance of a proctoring website and acquisition of resources. (Potential LBR issue. Will the website be built by FLVC or independently? If appointments can't be made until Steering Committee approves in June, then may run into timing issue on an LBR discussion. LBR proposals need to be approved in June in order to present to the Innovation and Online Committee in August) *</p>	<p>(2) Ongoing</p> <p>(1) June 2017</p> <p>(2) June 2017*</p>
13.	<u>Affordability 1.2.3:</u> Review and recommend data analytic tools and methods to predict student success in online education	<p>(1) Infrastructure Workgroup will review and evaluate current data analytic tools and methods on the market and provide information on which data analytic tools and methods are being used by each institution. (completed)</p> <p>(2) Licensing Committee will make recommendations concerning data analytic tools.</p>	Nov 2017
14.	<u>Affordability 1.2.4:</u> Develop means to collect data from learning management systems, student information systems, and other appropriate sources to create predictive analytics tools and interventions to	Need Steering Committee to interpret tactic.	Date?

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	increase student persistence and completion.		
15.	<u>Access 1.1.7</u> : Provide multiple, accelerated terms to allow students to begin and finish their online programs in a timelier manner. Address technology, workflow, and financial aid processes to allow implementation of these models.	Infrastructure Workgroup to survey SUS institutions to determine availability of multiple, accelerated terms. Identify the technology and processes that need to be altered. Develop report.	June 2017
Affordability			
16.	<u>Affordability 1.1.1</u> : Expand the online marketplace to enhance current shared services using statewide buying power and building economy-of-scale drivers. Develop Florida SHINES as a point of contact for students at all levels, including students with disabilities, to gain access to vital services, including financial aid, scholarships, and library resources.	<ol style="list-style-type: none"> 1. Convene with the Infrastructure work group to use the findings of the cost study and the work of other committees to make recommendations on areas of possible sharing - that would produce cost savings to individual institutions. 2. Survey institutions to determine when and if such shared services would be used if selected. 3. Launch shared services opportunities on Florida Shines. 4. Submit as part of the overall LBR any requests that may include statewide purchased shared services (to be determined). 	<ol style="list-style-type: none"> 1. Date? 2. Date? 3. Date? 4. June 2017?
17.	<u>Access 2.1.2</u> : Obtain funding for statewide marketing and recruiting to expand online enrollments. <u>Access 1.1.5</u> : Provide a statewide marketing campaign to build awareness for fully online degree programs and courses offered throughout	<ol style="list-style-type: none"> 1. Develop marketing goals for Florida. 2. Hire a company that can develop a full marketing roadmap to achieve goals. 3. Request funding for statewide marketing launch. This will include following the roadmap, making media buys, etc. 4. Launch plan and monitor success metrics 	<ol style="list-style-type: none"> 1. Date? 2. Date? 3. Date? 4. Date?

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	the state by the SUS and the Florida College System.		
Student Services			
18.	<u>Quality 2.3.1:</u> Ensure the universities use Quality Scorecard or a similar process to confirm that online students, including online students with disabilities, have access to services equivalent to those used by campus-based students.	Upon approval of the proposed process, the Student Services Workgroup will conduct an assessment of each SUS institution and compile results. Next Steps: 1. Universities will begin using the Scorecard during summer 2017. The Scorecard will be presented to the Online Learning Consortium Conference in 2018.	November 2017
19.	<u>Access 1.1.8:</u> Provide a robust set of student support services to support the delivery of multiple, accelerated models.	Based on report created by the Infrastructure Workgroup describing processes used by SUS institutions that have implemented multiple, accelerated terms, the Student Services Workgroup will develop recommendations concerning the student support services needed to support this new delivery method, as well as their costs. <i>(due in 2018)</i>	
Professional Development			
20.	Quality 1.2.4: Integrate the Quality Matters Course Rubric, the Online Learning Consortium Quality Scorecard, and/or similar rubrics into the professional development processes.	Quality Workgroup will work with UCF to integrate approved state-wide quality certification system(s) into professional development material,	August 2017