2007-2008 Distance Learning Department Action Plan Year-end Summary  
Submitted by Todd Prusha, Dean, Distance Learning

**Department/Unit:** Distance Learning  
**Responsibility:** Dean, Department Coordinators

<table>
<thead>
<tr>
<th>Target Year</th>
<th>Action</th>
<th>Department Improvement Indicator</th>
<th>Measurement</th>
<th>Comparison</th>
<th>Frequency</th>
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</thead>
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| 2007-2008   | Increase| communication with other department of the college. Sharing of policies, advances and goals. Establish Distance Learning point of contact for each department (3.1). Gather distance learning support needs from other departments. | Contact/Project Spreadsheet  
Spreadsheet of departments, dates of visits, action items/outcomes.  
Quantity of flyers distributed | _X_ Internal  
KCC Standard  
___External  
Standard  
___ No standard  
identified | Weekly  
Monthly  
Quarterly  
Semi-Annually  
Annually  
Other___________ |

Summary: In August a Distance Learning fact sheet was created to share information with other college departments. The fact sheet included enrollment numbers, completion rates and success rates categorized by delivery format (KTS, Online, Packet) and start dates (regular vs. late start). Additionally, the fact sheet included departmental goals in the aforementioned areas, as well as strategies for reaching goals. The fact sheet was used to generate talking points as the Distance Learning dean and department coordinators held face-to-face meetings with several college departments and personnel who directly advise distance learning students. As a result of the fact sheet distribution and face-to-face meetings a distance learning advisory/communication group was formed. Each college department choose one person to act as a representative and main point of contact for sharing and receiving information surrounding distance learning issues. This group will act a sounding board for future initiatives regarding educational delivery and student communication for distant learners. 12 meetings were held and cross departmental information for sharing was discussed at each weekly Distance Learning coordinator meeting. As indicated below an increase in pass rates and success rates was noted from Spring of 2007 to Spring of 2008.

<table>
<thead>
<tr>
<th>Term</th>
<th>Success Rate</th>
<th>Pass Rate</th>
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</thead>
<tbody>
<tr>
<td>Spring 2007</td>
<td>46.4%</td>
<td>50.3%</td>
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<tr>
<td>Spring 2008</td>
<td>47.7%</td>
<td>51.4%</td>
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</table>