

**Department/Unit: Distance Learning**

**Responsibility: Dean, Department Coordinators**

Target Year	Action	Department Improvement Indicator	Measurement	Comparison	Frequency
2007-2008	<u>Increase</u>	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	<u>X</u> Internal  KCC Standard  ___ External  Standard  ___ No standard  identified	<u>Weekly</u>  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.

Term	Success Rate	Pass Rate
Spring 2007	46.4%	50.3%
Spring 2008	47.7%	51.4%