Memo

To: Chialin Hsieh
From: Susan Andrien
Date: 10/28/2011
Re: Follow-up of WASC Self-Study Report, 8/1/11-10/31/11

Updates for Recommendation #3, Distance Education

1. Allocated Resources, b. Moodle Migration
   • Migrated all existing DE courses to Moodle.
   • Set up a Helpdesk for faculty and students, and created FAQs (Faculty Support Services: http://www.marin.edu/DE/faculty.html; Student Support Services: http://www.marin.edu/DE/student.html)

2. Created Sustainable Infrastructure
   • Formed a Moodle Production Team that meets weekly. Evidence: agendas and minutes.
   • Developed boilerplate language for recruiting DE-capable faculty in all disciplines to increase the pool of trained faculty available to teach DE courses Evidence: AS/DEC memo to HR.
   • Set up email accounts for Ask DESC, AskTutoring, and Askthelibrary and assigned staff for response to students within 24 weekday hours. Linked to the college DE website here: http://www.marin.edu/DE/student.html and to MyCOM portal.
   • Established and begun implementation of a process to regularly update course welcome letters for DE courses.
   • Addressed Strategic Objective 1.2.2 by developing recommendations for determining specific targets for DE course offerings Evidence: AS/DEC memo dated 10/19/11.
   • Developed recommendations for increased spring Moodle training for faculty Evidence: AS/DEC memo dated 10/19/11.
   • Created survey of DE student needs.
   • The two most recent issues of DE@COM http://www.marin.edu/DE/newsletter.html include faculty training schedules.