

We encourage you to visit our  
Ventura College  
Distance Education Web Site  
to see how we provide support for  
Faculty and Students

[www.venturacollege.edu/online-services/distance-education](http://www.venturacollege.edu/online-services/distance-education)



**Presenters:**

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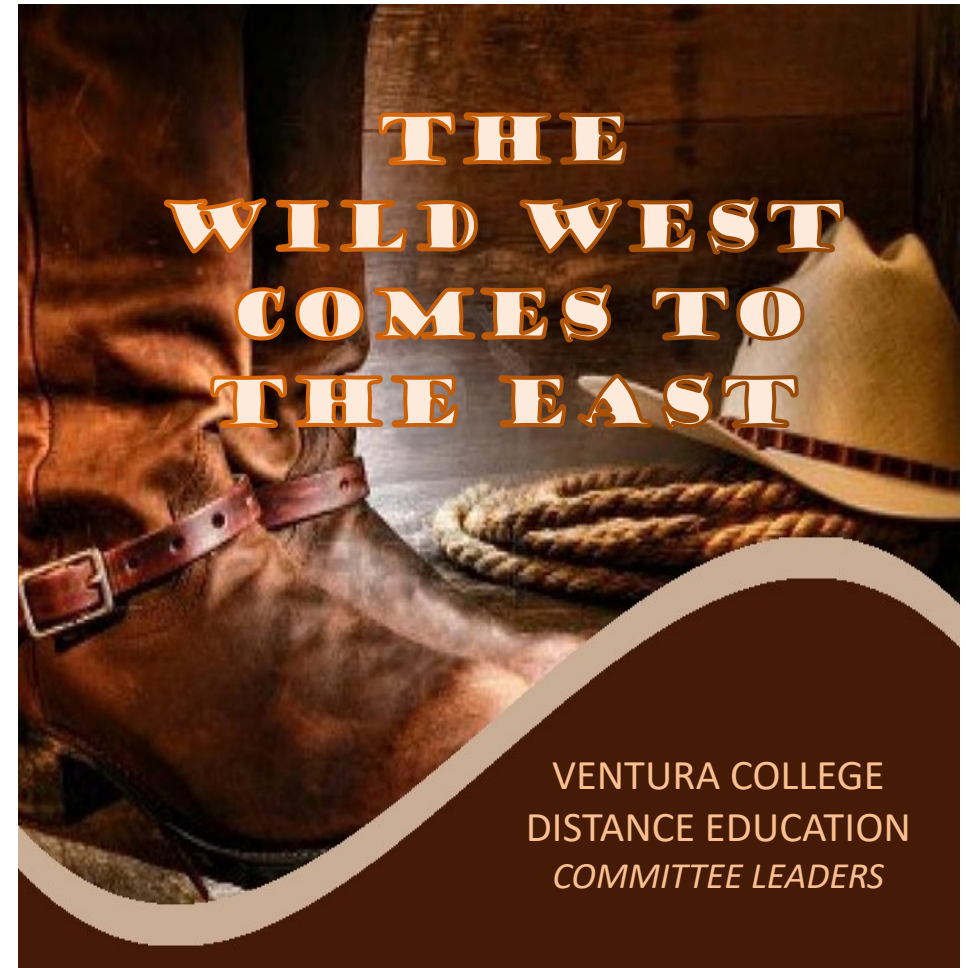
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**Sharon Oxford**, Instructional Technologist/Designer

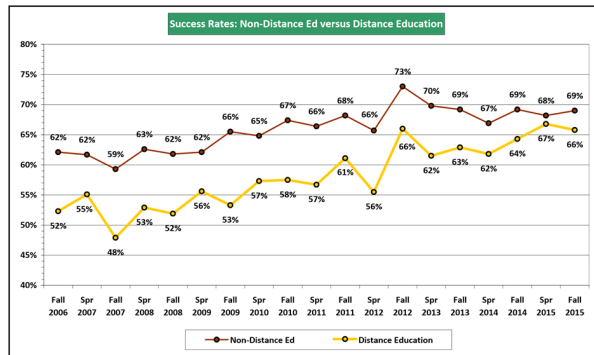
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**Gaining Faculty Buy In: How to  
Establish an Effective  
Distance Education Committee  
In a Shared Governance Environment**

## Our steps to improving student success in Distance Education classes.



- Start with institutional recognition that DE is valuable to students, and enrollment.
- Assign an Administrator knowledgeable of DE. Assure they have access to highest administrations ears, but also has autonomy to make decisions. Provide funding, and have patience through the early development years.
- Provide funding for a skilled support team of Instructional Technologist/Designers that have the skills and personalities for teaching faculty.
- Access the situation. The current skills of your faculty. The students readiness experience. Review the data on student enrollment, success, retention.
- Promote the development of a DE Committee. Invite members from all instructional and student support areas. Select a faculty champion to Co-chair.
- Provide online tutoring and counseling.
- Lead effective organized meetings. Hear the negative, but lead a focus on developing a positive wish list for the ideal future of DE. Assure the committee is actively participating as thought leaders, and game changers. Develop reasonable, yet aggressive goals with timelines. Together set the structure of the committee with a regular meeting schedule. Create and publish a vision and mission statement.
- Regularly review progress, report outcomes. Post DE success outcomes for campus-wide awareness.
- Assure everyone that is participating in DE is using the same LMS. No exceptions!
- Establish a fully online, required certification training for all online teachers. No exceptions!
- Provide Badging, and certificates for completion of trainings.
- Create a DE faculty handbook. Include definitions, best practices, accreditation standards, education code. Include minimum standards for Regular and Effective Contact. Gain validation support of Academic Senate. Additionally, create a Student DE Handbook.
- Create a robust web site for supporting faculty, and students.
- Create extensive professional development support for full and part-time faculty. Include online professional development for easy access. Supporting faculty that teach from a distance.
- Create fully online student readiness tools, an orientation, and Help Line for students taking online courses.
- Create resources for faculty to place in online classes that guide students to student services, library, and tutoring.
- Regularly, survey students, and faculty about their experience with the DE programs. Make changes as necessary. Continually improve.