

Sample Online Plan Outline

1. Forward/Introduction (Equity and Universal Design as ubiquitous components of the plan)
2. Online Education Program and Mission, Vision, Goals
3. Program Status (data driven)
 - 3.1.1. Program Size and Scope
 - 3.1.2. Staffing Plan
 - 3.1.3. Program Development Budget
4. Governance Structure (Administration and Faculty roles and collaborative practices defined)
5. Program and Course Standards and Practices
 - 5.1.1. Definitions
 - 5.1.2. General Considerations
 - 5.1.3. Institutional Support Standards
 - 5.1.4. General Online Course and Program Standards
 - 5.1.4.1.1. Institutional Responsibilities
 - 5.1.4.1.2. Instructor Responsibilities
 - 5.1.4.1.3. Course Media and Materials Standards
 - 5.1.4.1.4. Accessibility Standards
 - 5.1.4.1.5. Privacy and Protection Standards
 - 5.1.4.1.6. Program Review Standards
 - 5.1.4.1.7. Departmental or Discipline Specific Standards
6. Faculty Issues, Requirements, and Expectations
 - 6.1.1. Online Faculty Readiness Standards
 - 6.1.2. Selection of Online Instructors
7. Bargaining Unit Considerations
 - 7.1.1. Online Course Qualifications and Load
 - 7.1.2. Intellectual Property Rights
8. Program and Course Development
 - 8.1.1.1. Overview
 - 8.1.1.2. Curriculum Oversight
 - 8.1.1.3. Determination and Approval of Online Course Offerings
 - 8.1.2. Course Review and Revision
 - 8.1.3. Technical Support Process
9. Professional Development Plan
10. Working with the Online Education Initiative

11. Resources and Student Support Services

11.1.1. Library Services

11.1.2. Tutoring

11.1.3. Counseling

11.1.4. Enrollment Services and Financial Aid

11.1.5. Disabled students, economically disadvantaged students, and other specialized Services

12. Disaster/Interruption of Services Planning