

2016

**PASCO-HERNANDO
STATE COLLEGE
DISTANCE EDUCATION REPORT
OCTOBER 2016**



Table of Contents

DISTANCE EDUCATION DEFINED	4
E-LEARNING MODALITIES	4
HYBRID	4
ONLINE	4
DISTANCE EDUCATION STRATEGIC PLAN	4
PASCO-HERNANDO STATE COLLEGE STRATEGIC PLAN	4
PROMOTION OF DISTANCE EDUCATION PROGRAMS	4
STUDENT SUCCESS IN ONLINE COURSES	4
STATUS OF DISTANCE EDUCATION AT PHSC	5
OVERALL FTE FOR DISTANCE EDUCATION – FALL 2012-2015	5
OVERALL FTE FOR DISTANCE EDUCATION – SPRING 2013-2016	5
UNDUPLICATED HEADCOUNT FOR DISTANCED EDUCATION – FALL 2012-2015	6
UNDUPLICATED HEADCOUNT FOR DISTANCED EDUCATION – SPRING 2013-2016	6
ONLINE SECTIONS – FALL 2012-2015	7
ONLINE SECTIONS – SPRING 2013-2016	7
GRADE DISTRIBUTION OVERALL – FALL 2012-2015	8
GRADE DISTRIBUTION OVERALL – SPRING 2013-2016	8
GRADE DISTRIBUTION COMPLETERS – FALL 2012-2015	9
GRADE DISTRIBUTION COMPLETERS – SPRING 2013-2016	9
STUDENT SUCCESS COMPARISON – FALL 2016	10
STUDENT SUCCESS COMPARISON – SPRING 2016	10
ONLINE STUDENT SUCCESS COMPARISON – FALL 2015 TO SPRING 2016	11
TOP 10 SUCCESSFUL AND FAILING ONLINE COURSES	11
DISTANCE EDUCATION INITIATIVES	12
COLLEGE WIDE INITIATIVES	12
INITIATIVES IN SUPPORT OF FACULTY	13
INITIATIVES IN SUPPORT OF STUDENTS	14
DISTANCE EDUCATION GUIDELINES AND PROCESSES	15
FEDERAL GUIDELINES FOR DISTANCE AND CORRESPONDENCE EDUCATION	15
MODEL ONLINE AND HYBRID COURSE DEVELOPMENT PROCESS	16
E-CERTIFICATION AND RECERTIFICATION GUIDELINES FOR TEACHING ONLINE	17
MINIMUM USE REQUIREMENTS FOR MYPHSC	17
GUIDELINES FOR ONLINE PROCTORING	18
GUIDELINES FOR WEB CONFERENCING	18
STUDENT COLLEGE POLICIES FOR DISTANCE EDUCATION	19

COMPLETE LIST OF MODEL COURSES.....20

ARTS AND SCIENCES DIVISION20

WORK FORCE DEVELOPMENT.....21

NURSING AND HEALTH PROGRAMS23

NUMBER OF MODEL COURSES DEVELOPED - 2011-201724

PERCENTAGE OF DEGREES, CERTIFICATES, AND DIPLOMAS ONLINE.....25

BACHELOR DEGREES.....25

AA/AS25

COLLEGE CREDIT CERTIFICATES26

EDUCATOR PREP INSTITUTE26

Distance Education Defined

E-Learning Modalities

The College offers various delivery modalities for distance education content including hybrid and online.

Hybrid

A course that blends online and face-to-face delivery. Seat time is reduced with a substantial portion of the content being delivered online. "A combination of face-to-face and technology delivered instruction where from 50% to 79% of direct instruction is delivered utilizing some form of technology when the student and faculty member are separated by time, space or both." [Definition taken from page 26 the Florida Distance Learning Task Force Final Report on February 26, 2009]

Online

A course where all content and teacher/student interaction occurs online unless otherwise required by the instructor of record or by the program as stated in the [Course Schedule](#).

Distance Education Strategic Plan

Pasco-Hernando State College Strategic Plan

In coordination with the Academic Deans, research, assess and determine which programs and courses should be developed online, the level of staff needed to continue growing our online offering, types of new technologies needed to support these courses, and training for faculty, staff and students to ensure success. (1.2.4 Analysis of Distance Learning Courses).

Promotion of Distance Education Programs

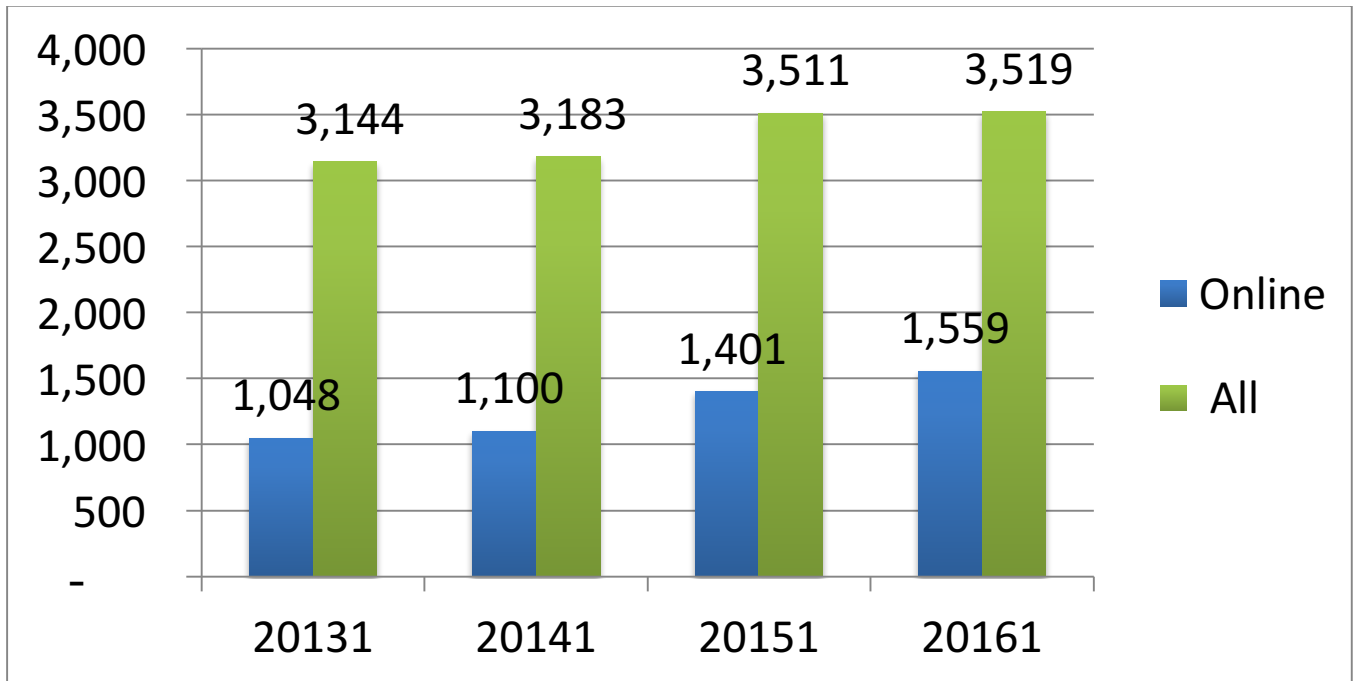
In association with Academic Deans and the Marketing Department, prepare a marketing plan for the marketing of programs and certificates at the college that are available fully online.

Student Success in Online Courses

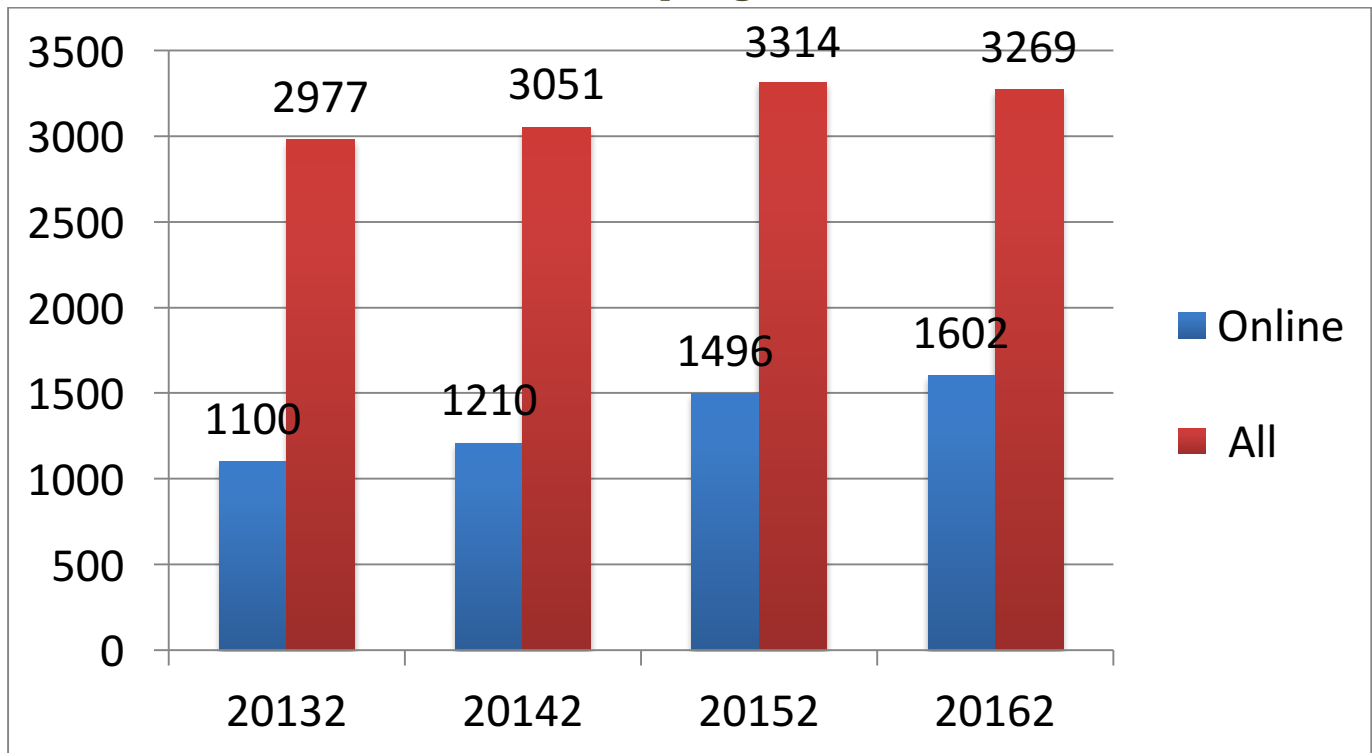
In conjunction with E-Learning Committee, the Academic Technology Department will continue to work with ad hoc committees to improve student success in online courses through college wide initiatives, analysis of data, research and assessment of educational technologies, and adherence to accessibility requirements.

Status of Distance Education at PHSC

Overall FTE for Distance Education – Fall 2012-2015

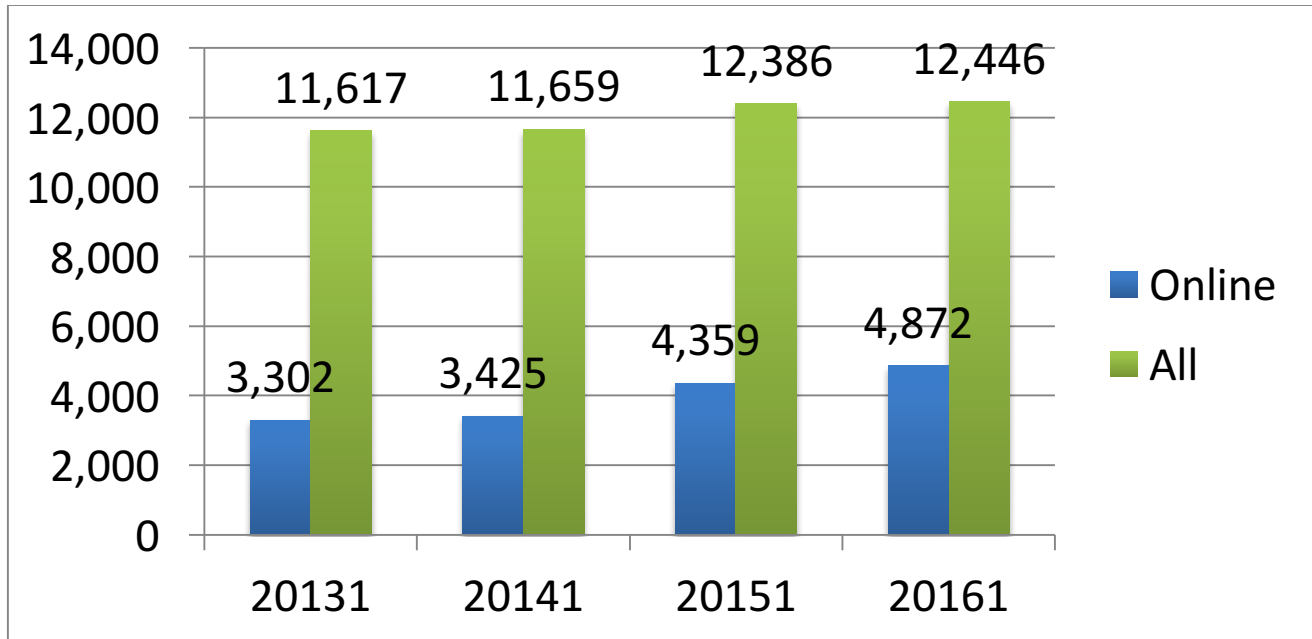


Overall FTE for Distance Education – Spring 2013-2016

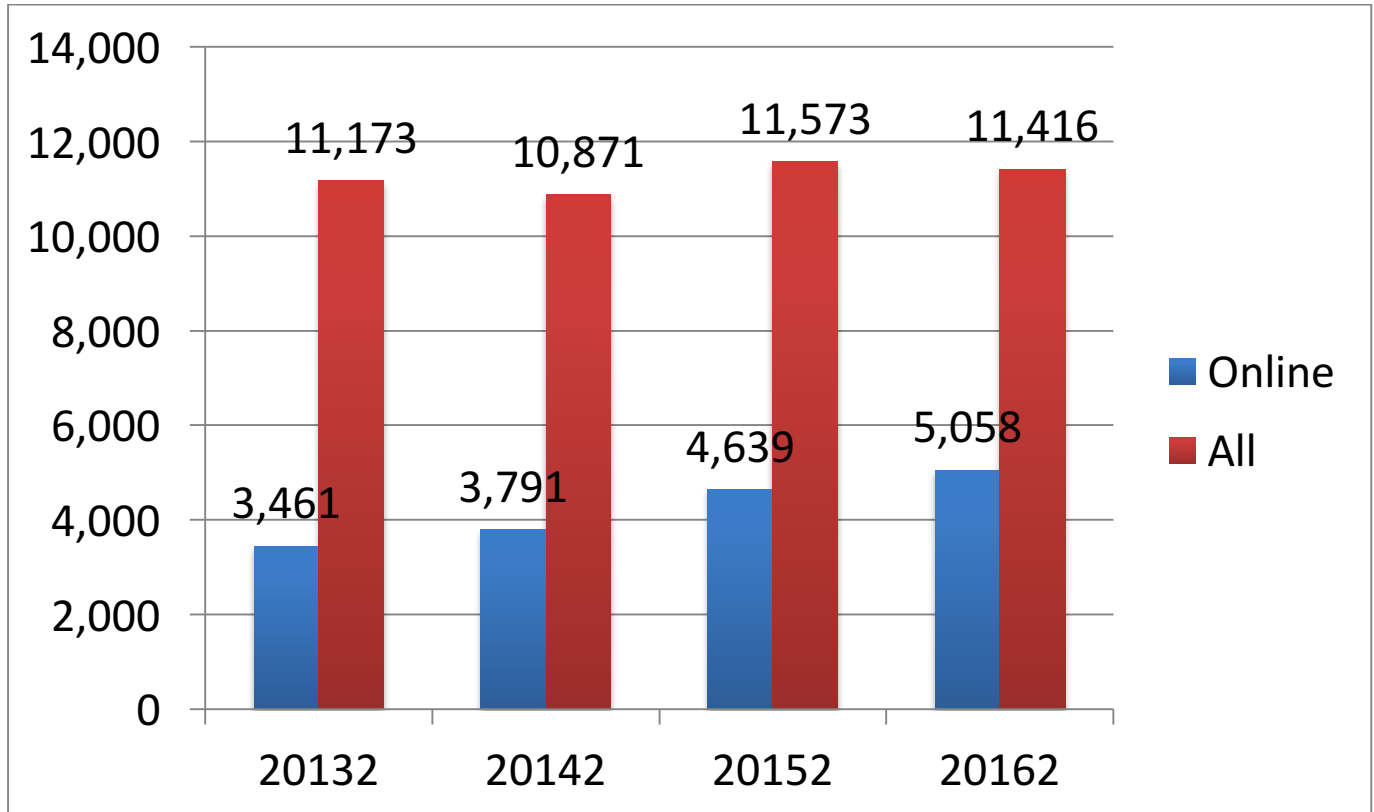


Demographic Details Report – Cubeware

Unduplicated Headcount for Distanced Education – Fall 2012-2015

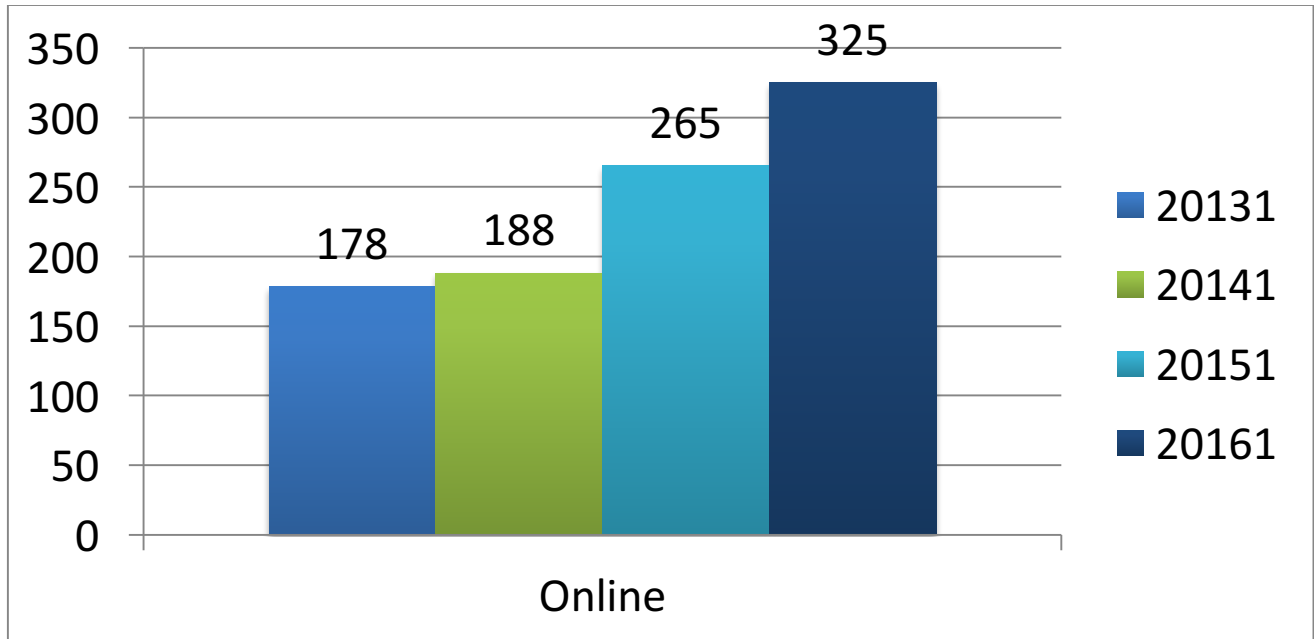


Unduplicated Headcount for Distanced Education – Spring 2013-2016

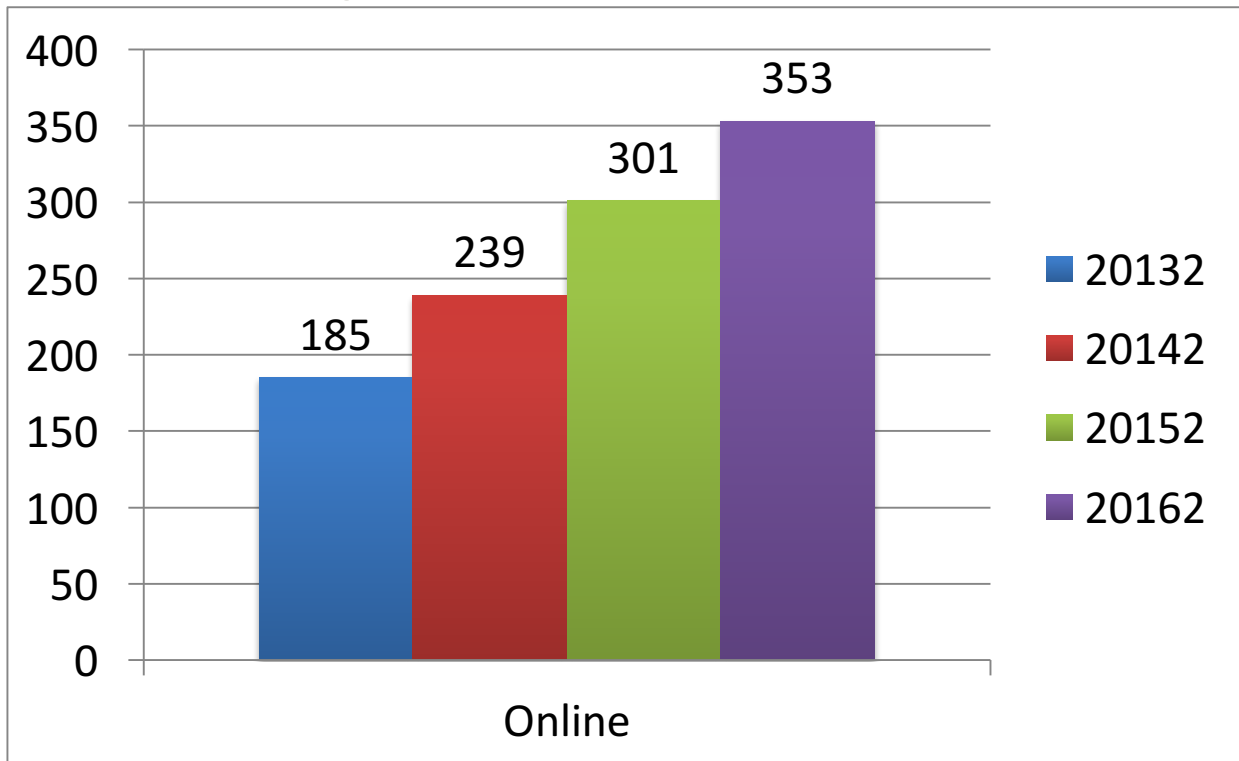


Demographic Details Report – Cubeware

Online Sections - Fall 2012-2015

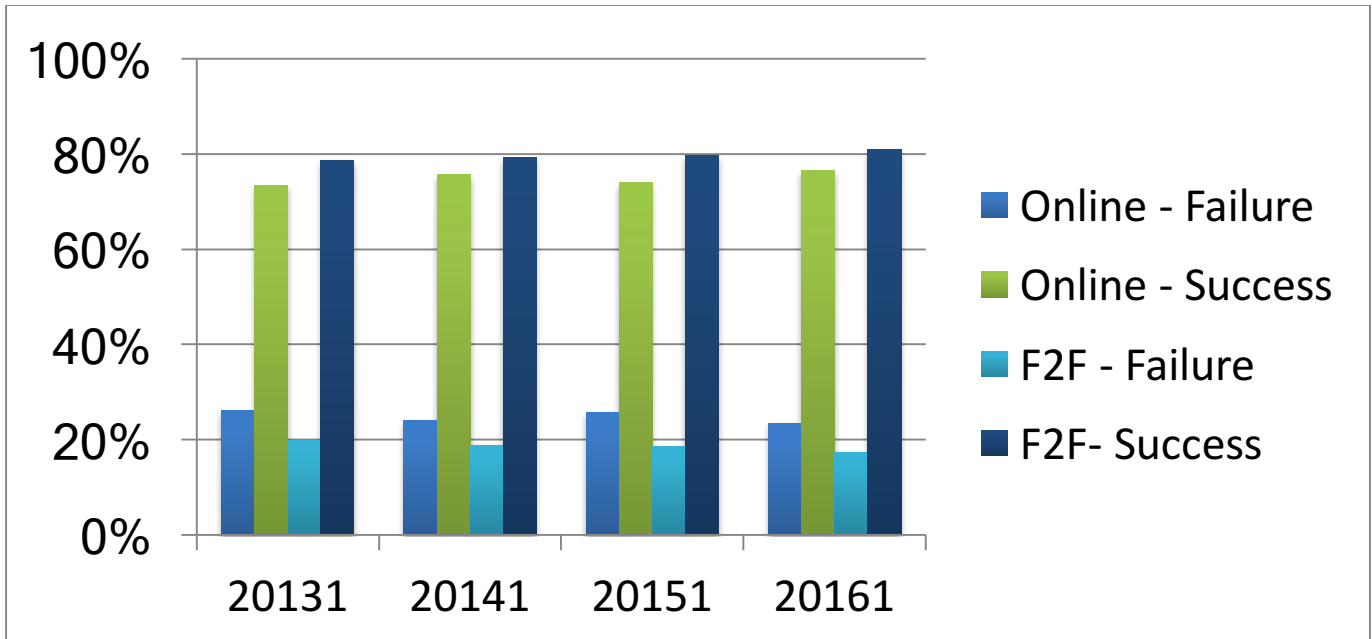


Online Sections - Spring 2013-2016

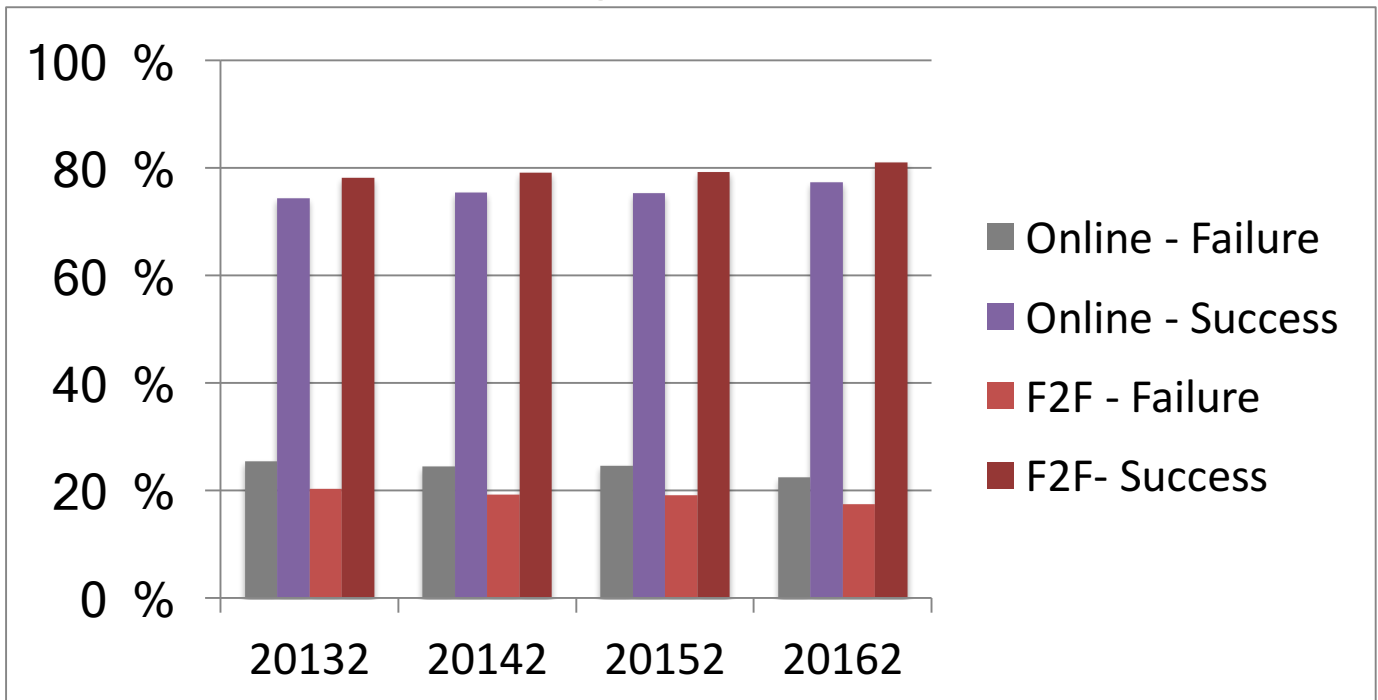


Enrollment and FTE Overview Details - Cubeware

Grade Distribution Overall - Fall 2012-2015

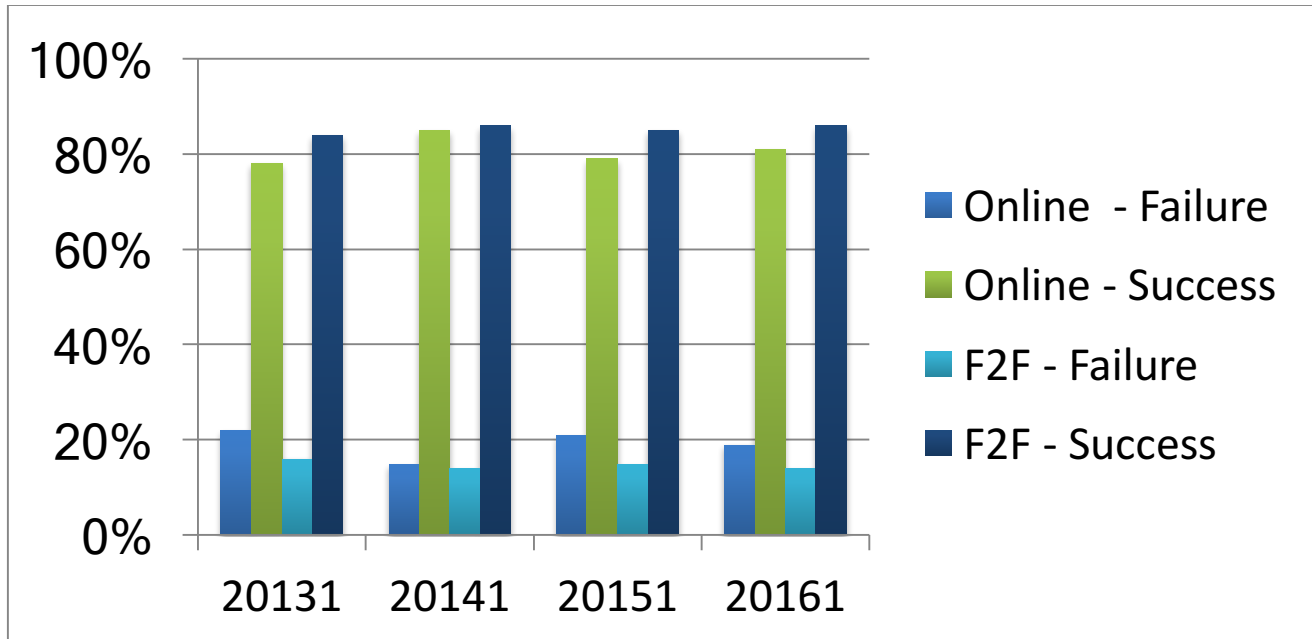


Grade Distribution Overall - Spring 2013-2016

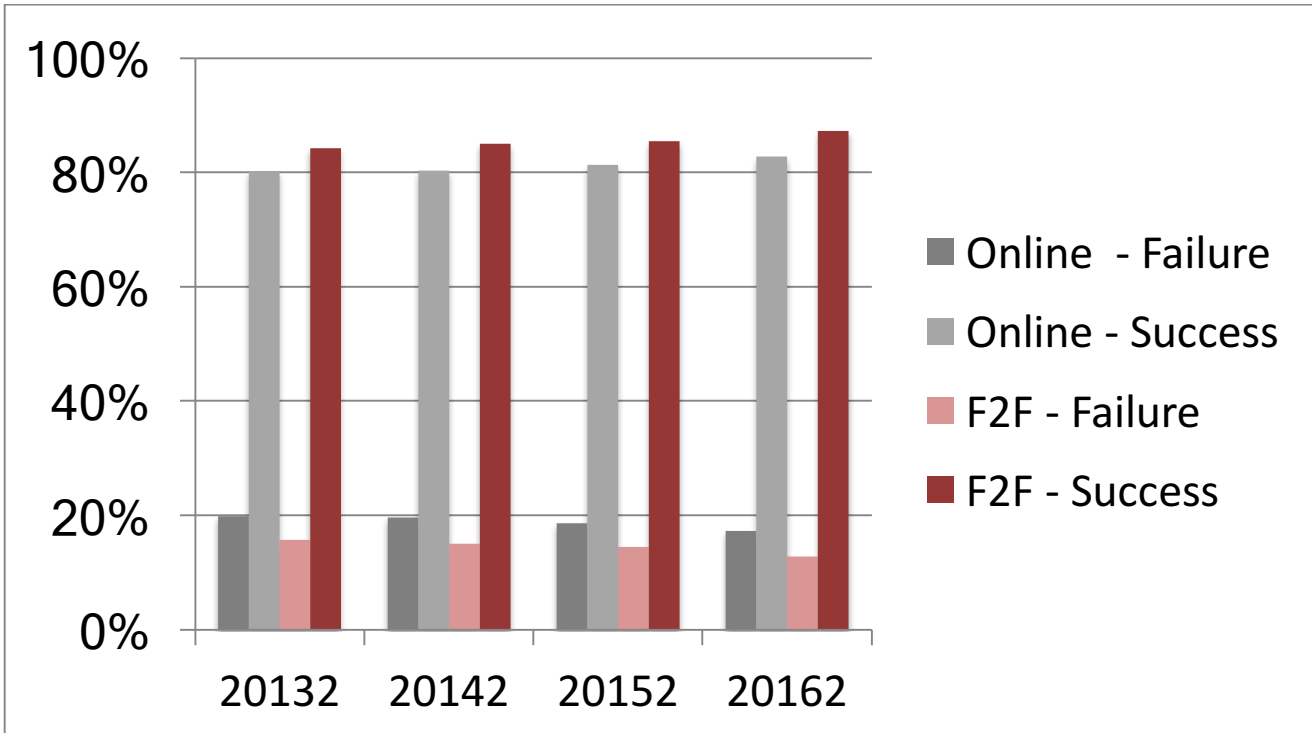


Grade Distribution Report - Cubeware (Failures = D, F, F1, W1, W2, W3 and Successful = A, B, C, P)

Grade Distribution Completers – Fall 2012-2015

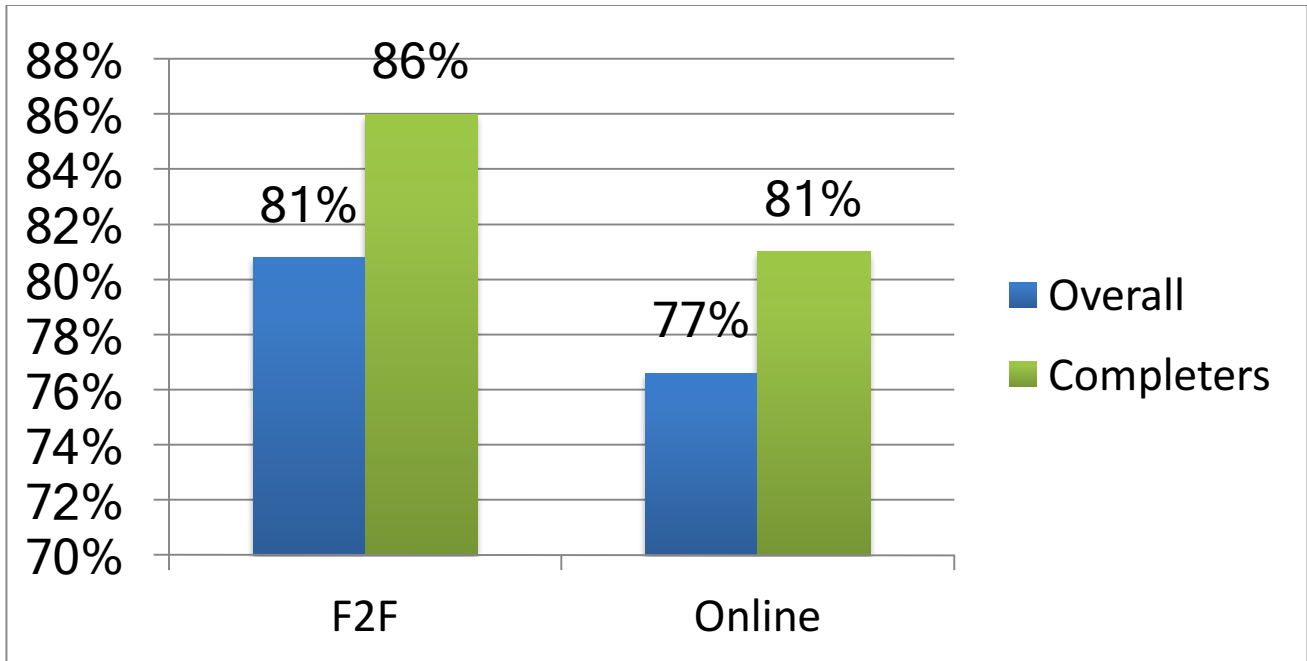


Grade Distribution Completers – Spring 2013-2016

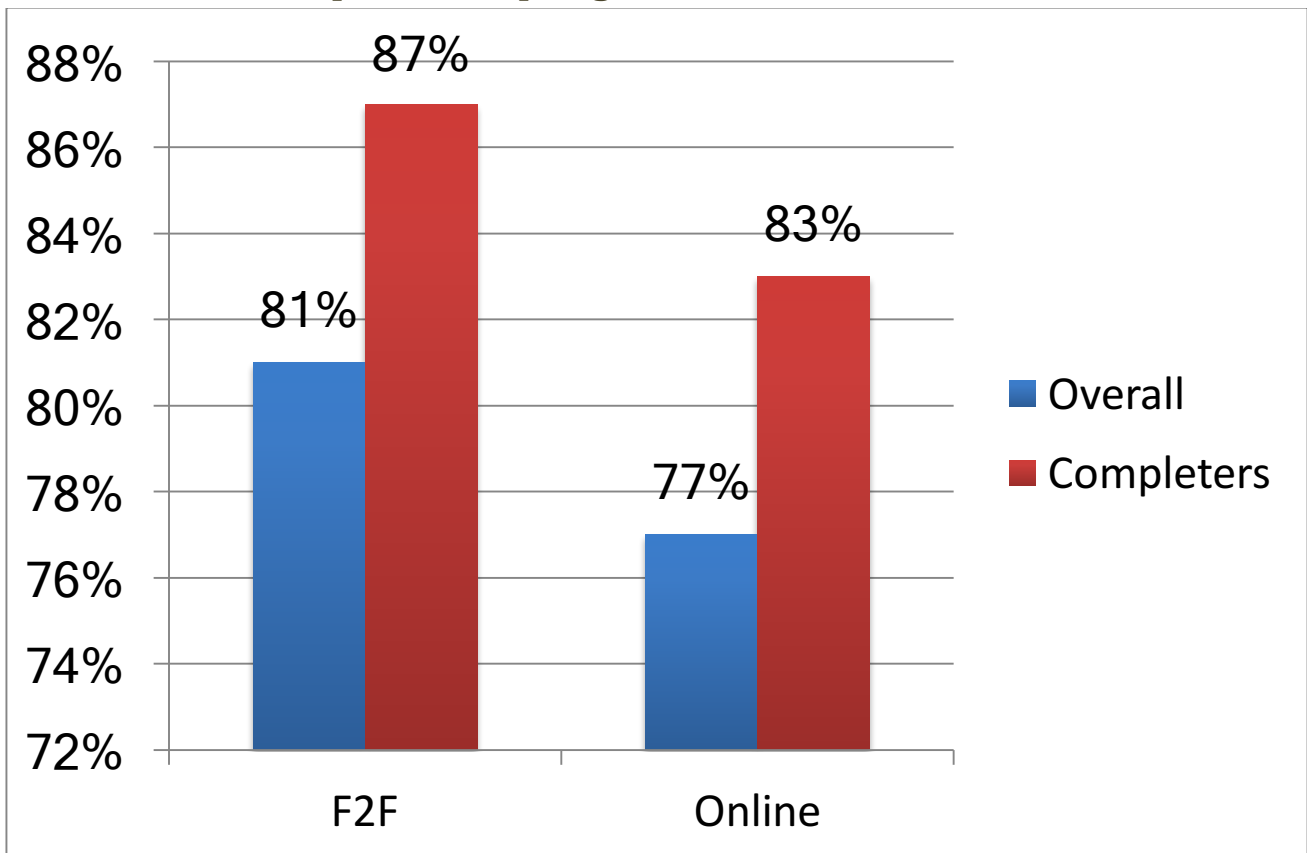


Grade Distribution Report - Cubeware (Failures = D, F, F1 and Successful = A, B, C, P)

Student Success Comparison - Fall 2016

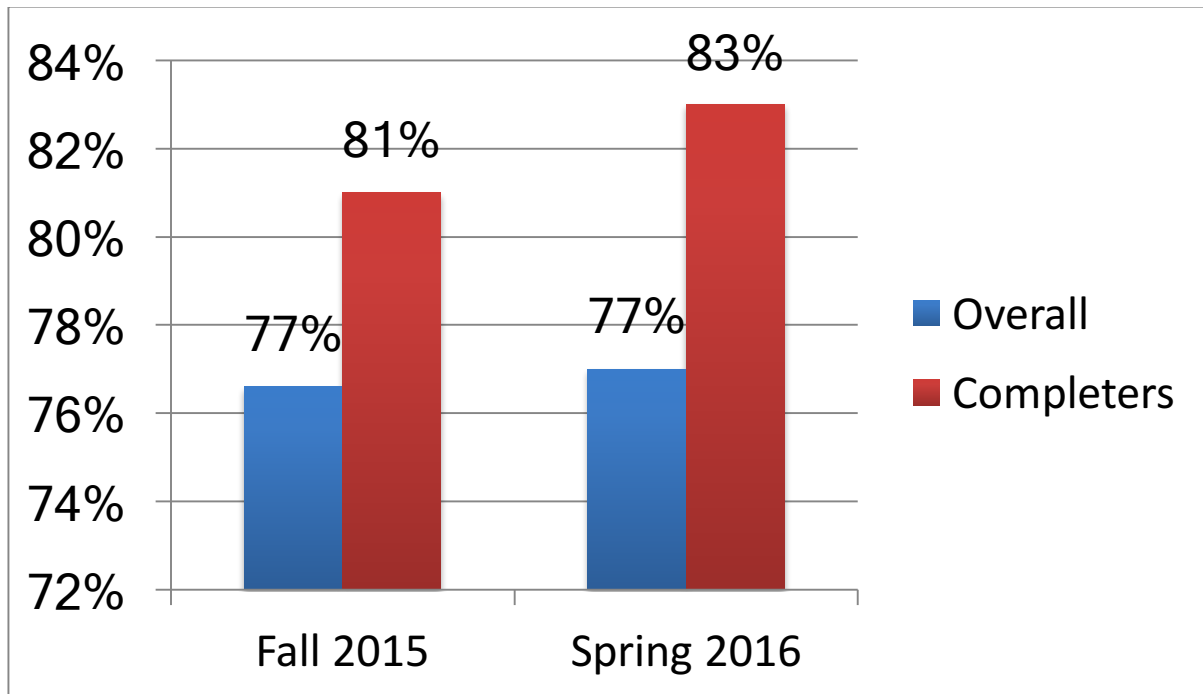


Student Success Comparison - Spring 2016



Grade Distribution Report - Cubeware (Successful = A, B, C, P)

Online Student Success Comparison – Fall 2015 to Spring 2016



Top 10 Successful and Failing Online Courses

Fall 2015 Success and Failures

Course Name	Success	Course Name	Failures
CGS1100 - MICRO APPS	69%	CGS1100 - MICRO APPS	31%
PSY1012 - INTRO TO PSYCH	81%	MAC1105 - COLLEGE ALGEBRA	45%
PHI1630 - APPLIED ETHICS	86%	MAT1033 - INTER ALGEBRA	48%
ENC1101 - ENG COMPOSITION I	74%	ENC1101 - ENG COMPOSITION I	26%
SPC2608 - INTRO PUB SPEAK	78%	STA2023 - INTRO STATISTICS	59%
DEP2004 - LIFE-SPAN DEVELOP	81%	MGF1106 - MATH LIBERAL ARTS	37%
ENC1102 - ENG COMPOSITION II	77%	PSY1012 - INTRO TO PSYCH	19%
HSC2531 - MED TERMINOLOGY	81%	SPC2608 - INTRO PUB SPEAK	22%
BSC1005 - INTRO BIOLOGY	81%	ENC1102 - ENG COMPOSITION II	23%
MAC1105 - COLLEGE ALGEBRA	55%	SYG2000 - INTRO TO SOCIOLOGY	27%

Spring 2016 Success and Failures

Course Name	Success	Course Name	Failures
CGS1100 - MICRO APPS	68%	CGS1100 - MICRO APPS	32%
PHI1630 - APPLIED ETHICS	85%	MAT1033 - INTER ALGEBRA	45%
ENC1102 - ENG COMPOSITION II	76%	MAC1105 - COLLEGE ALGEBRA	51%
PSY1012 - INTRO TO PSYCH	75%	STA2023 - INTRO STATISTICS	64%
SPC2608 - INTRO PUB SPEAK	78%	ENC1101 - ENG COMPOSITION I	33%
DEP2004 - LIFE-SPAN DEVELOP	82%	PSY1012 - INTRO TO PSYCH	25%
HUM1020 - INTRO HUMANITIES	77%	ENC1102 - ENG COMPOSITION II	24%
ENC1101 - ENG COMPOSITION I	67%	SPC2608 - INTRO PUB SPEAK	22%
MAT1033 - INTER ALGEBRA	55%	BSC1005 - INTRO BIOLOGY	31%
SYG2000 - INTRO TO SOCIOLOGY	79%	HUM1020 - INTRO HUMANITIES	23%

Distance Education Initiatives**College Wide Initiatives****E-Learning Committee**

The purpose of the [E-Learning Committee](#) is to formulate criteria for the development and implementation of e-learning initiatives and to do so in such a way as to promote technology enhanced learning. Additionally, the committee is to lead, manage, and promote quality and accessible e-learning through the coordination of resources and optimal use of technology. The committee is to provide guidance to all areas of the College impacted by e-learning. The committee will monitor and assist with the development of the College's e-learning policies and procedures to maintain the integrity of the institution's e-learning curriculum and services. The committee will monitor the College's e-learning initiatives to ensure that the College is in compliance with the Commission on Colleges of the Southern Association of Colleges and Schools. The E-Learning Committee will submit all recommendations to the Council on Academic Affairs.

This committee is composed of the following members:

- Associate Dean of Academic Technology, Chair
- Dean of Institutional Technology
- Dean of Arts and Sciences
- Dean of Nursing and Health Programs
- Dean of Workforce Development
- Associate Dean of Academic Affairs and Developmental Education
- Dean of Student Affairs and Enrollment Management
- Dean of Institutional Effectiveness
- Director of Libraries
- Associate Dean of Student Affairs, Engagement, and Special Services
- Faculty (9), All Divisions
- Provost, (1), Ex Officio
- Vice President of Distance Education, Ex Officio

Manual for E-Learning at PHSC

The [manual](#) provides guidelines for instructors teaching and developing blended, hybrid, and online courses at PHSC. The manual covers the following topics:

1. Definition of e-learning at PHSC including the different modalities, SACSCOC guidelines, and the student and faculty role in the e-learning process
2. Development of model e-courses including approval, development, review, and payment
3. Best practices for e-courses including accessibility, course structure, efficiency, presence, communication, digital learning resources, copyright compliance, and academic integrity and dishonesty
4. E-teaching best practices including e-certification requirements, instructional assignments, workload and standard class size, faculty support, evaluation of e-teaching, and attendance in online courses
5. Resources including useful links, PHSC's e-course development process and rubric, and additional best practices for designing e-courses

Initiatives in Support of Faculty

Implementation of myPHSC (Canvas)

Implementation of myPHSC offers a number of benefits to enhance distanced education modalities for faculty including cloud storage of data, automated peak load management, open source software, annual security audits, mobile applications, and gold-level certification by the National Federation of the Blind.

Faculty Mentoring for Online Teaching

As part of Pasco-Hernando State College's Get eSmart Quality Enhancement Plan (QEP), the [PHSC Faculty Mentoring Program for Online Teaching](#) was developed. The purpose of this mentoring program is to provide the opportunity for faculty new to online teaching or even experienced online instructors who would like to learn new techniques to develop a mentoring relationship with an experienced online instructor.

Academic Tech Newsletter

This [newsletter](#) is designed for faculty and is published monthly except for the combined issues of June-July and November-December. The newsletter covers many topics concerning distance education including current trends, educational tools, spotlight courses and programs, and myPHSC tips and tricks.

EduTech Conference

This [annual conference](#) is an opportunity for PHSC faculty and staff to come together to explore innovative and effective practices in technology-enhanced learning, creative use of technology tools, and assessment strategies that foster student engagement and collaborative learning.

EduTech Series

The [EduTech Series](#) includes podcasts and open courses on digital resources, best practices in online instruction, ADA, accessibility and universal design, and education tools. All podcasts are approximately 5-15 minutes in length and all courses will take one hour to complete.

Guide to Teaching in myPHSC

This [guide](#) emphasizes best practices in teaching face-to-face and online courses. From organizing course content in modules to applying the principles of Universal Design and Accessibility, the Guide for Teaching in myPHSC will direct faculty as they prepare their course to provide a quality learning experience for students at PHSC.

E-Learning Centers on Campus

These [centers](#) are available on all five campuses for all faculty. Each center is equipped with specialized equipment and software.

Digital Media Studio (DMS)

The [DMS](#) is a professional environment for faculty and staff to record and produce engaging multimedia (audio, video, graphics, text, and animations) presentations and professional quality materials. Video recorded in the studio is uploaded and streamed on Vimeo and Youtube in order to deliver high-quality content to a number of different platforms including tablets, smartphones, and computers.

Initiatives in Support of Students

Guide to E-Learning at PSHC

Designed to give the student a sample of a [course](#) offered in the eLearning environment. It includes information on the eLearning environment (i.e. myPHSC), eLearning tools, as well as resources and tips for being a better student at PHSC regardless of whether they choose to take eLearning courses.

E-Learning Readiness Survey

Students can determine if they're ready for e-courses by taking this [survey](#). Results are emailed to students with additional resources.

Super E-Student Initiative

Designed to help our students understand what it takes to be successful in online learning and guide them to additional information to assist in their digital journey. [Handouts](#), [cards](#) and a [mobile app](#) were developed to help students answer these five questions:

1. Understanding: What is the difference between traditional, online, and hybrid courses?
2. Preparation: What are the technical requirements for e-learning, and what is myPHSC?
3. Readiness: How can you determine if you're ready for e-courses?
4. Participation: How can you be successful in your online course, and what can you expect?
5. Support: Where can you go for help with your courses in myPHSC?

TechCon Conference

Each year the [event](#) is organized in collaboration with the Student Activities and Academic Technology Departments. The key idea of the conference is to provide PHSC students with opportunities to experience various technologies and learning strategies to make their educational journey more efficient.

Smarthinking

[Smarthinking](#) is an online tutoring service that is available to all PHSC students. It is made up of experienced, highly qualified instructors that PHSC students can utilize for help in a variety of subjects.

Online Proctoring

Students taking online courses with a required proctored exam(s) must take their exam(s) at a scheduled time and on a PHSC campus. Students may, at their discretion and at their own cost, select to use a third party virtual proctoring service. The College has made arrangements with a vendor, Software Secure, to provide these services at a cost of \$15.00 per test. Payment is made directly to the vendor and the College derives no financial gain from this arrangement. Any student who requires a make-up proctored exam due to extenuating circumstances, must make arrangements with the instructor to take the exam on campus at one of PHSC's Academic Success Centers in a secure testing environment or may use the online proctoring service. Any student with extenuating circumstances must contact their instructor, in writing, explaining their situation and supplying any needed documentation, no later than 2-3 days (unless directed differently by their instructor) before the scheduled exam. It is the instructor's right to deny a student a make-up exam or the use of online proctoring.

Please review our virtual proctoring statement on the PHSC website for more information:

<http://phsc.edu/testing/proctoring-guidelines>

Distance Education Guidelines and Processes

Federal Guidelines for Distance and Correspondence Education

FR 4.8 – An Institution that offers distance education or correspondence education documents each of the following:

4.8.1 methods such (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

Pasco-Hernando State College uses a secure login and pass code to verify student identification when accessing online course materials from the College's learning management system, myPHSC. Students and faculty are required to login into myPHSC with their secure myPHSC user ID and default password. A [self-service password reset system](#) has been established to allow students to maintain the security of their account. Students are required to answer three security questions that will be used if their password ever needs to be reset. The secure login and self-service password reset system for myPHSC assures the protection of the student's personal information.

In addition to the secure login and pass code, students in some distance learning mathematics courses are required to take proctored examinations. In such cases, students make arrangements to take the examination at one of the campus Teaching-Learning Centers. In cases where students live out of town, arrangements can be made with local colleges for test proctoring.

As stated under the [Academic Policies](#) and [Student Policies and Responsibilities](#) sections of the [2016-2017 PHSC Catalog and Student Handbook](#), students have a responsibility as members of the PHSC teaching and learning community to secure their myPHSC account against unauthorized access by creating a strong password. Students also have the responsibility of protecting their account from being compromised by not sharing and/or giving out passwords.

4.8.2 has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

As stated in our [College Policy on Privacy](#) and for purposes of myPHSC, the College only collects information on students, such as first and last name, student email, student identification number and password when an account is created to log in to our network. Information may also be retained on the student's behalf, such as files and messages that are stored using their account. If the student provides feedback or contacts the College via email, we will collect their name and email address, as well as any other content included in the email. The College also collects other types of personal information and demographic information that is provided to us voluntarily through the student's Profile in myPHSC.

4.8.3 has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

Pasco-Hernando State College (PHSC) does not charge any additional fee for the verification of student identity for students enrolled at PHSC. Students in some distance learning mathematics courses are required to take proctored examinations. In such cases, students make arrangements to take the examination on campus at no additional cost to the student. These exams are proctored in the Academic Success Centers (formerly Teaching Learning Centers) at the student's home campus. Students taking exams at the Academic Success Centers must present valid photo identification in the form of a PHSC Student ID Card, in order to be tested. In cases where students live out of town, arrangements can be made with designated testing centers for test proctoring. Any fees required at off-campus testing centers are paid directly by the student to the testing center.

The "test proctoring fee" listed in the 2015-2016 Pasco-Hernando State College Catalog and Student Handbook, is a \$25 fee that is charged to external test takers from other colleges/universities who request a proctored test at PHSC's testing center. This is not a fee that is charged to PHSC students; therefore, no written notification is issued at the time of registration, as none is required.

Model Online and Hybrid Course Development Process

Overview

Model online course development policies and procedures have been developed for all hybrid and online courses and include identification of the course and the assigned SME, a kick-off meeting, course development, course completion, course finalization, and course review. Model e-courses blend best practices for e-learning with the subject matter expertise of the assigned faculty member as the SME. Refer to the [Manual for E-Learning](#) for the complete process.

Recommended Use of Model Courses

Faculty are required to teach from the model course during their first term teaching online in myPHSC. First time online instructors cannot change the course structure or remove assignments, assignment pages, the course information module and the student resources module. Instructors can update personal information, reorganize the course navigation, change course settings, update grading policies (i.e., percentages and point values), add additional information to the homepage, create announcements, and change due dates. After the first term, instructors may make slight modifications to course content (i.e., add additional materials, resources, assignments, projects, update quizzes and/or directions for assignments, etc.) provided changes are designed to reach learning outcomes.

Distance Learning Course Development Fee

Five levels of payment for subject matter experts assigned to the development of online/hybrid courses. The levels range from \$1,500 to \$500 depending of the level of work put forth.

E-Certification and Recertification Guidelines for Teaching Online

Teaching and Developing E-Courses

In order to teach online or develop an e-learning course at Pasco-Hernando State College faculty must complete the "[E-Certification for Online Teaching and Model Course Development](#)" 10-week, 30-hour synchronous training in myPHSC. This course provides faculty with the skills necessary to develop, facilitate and manage online courses, while at the same time providing them with the experience of an online learner. The emphasis of the course is online teaching, but best practices for online design are covered as well. The course is open to all PHSC faculty, adjuncts and staff. Full-time faculty hired after June 30, 2013 must complete this course to be considered for placement on continuing contract ([Board Rule 6Hx19-2.55](#)).

Recertification

In order to maintain e-certification faculty must complete the New Technologies for Teaching and Learning course. The course will cover topics ranging from new technologies to use in online and face-to-face courses to techniques on how to incorporate technology in these environments. This four-hour online, self-paced professional development course and one-hour, on campus lab must be taken at least once every three years through the Academic Technology Department to meet recertification requirements for teaching online. The on campus one-hour lab will be offered on the West Campus on specific dates throughout the semester. Refer to the [Academic Technology](#) website for additional information.

Minimum Use Requirements for myPHSC

Faculty must adhere to minimum use requirements inside of the myPHSC environment. Instructors are required use myPHSC in all face-to-face courses to do the following:

- Communicate with students using Discussions, Conversation Inbox, Announcements, and/or Assignment Comments
- Upload and organize content using Modules, Files, Assignments, and/or Discussions
- Upload course syllabus into Modules and/or Syllabus tab

- Use the myPHSC gradebook for record keeping and access in emergency situations for any or all of the following:
 - Post student scores.
 - Record assignment scores or letter grades.
 - Track student progress throughout the term.

Guidelines for Online Proctoring

Online Courses Requiring On Campus Proctoring

Faculty teaching online courses can schedule on campus proctored exam(s) by contacting their Department or Faculty Support on each campus to reserve a computer lab. Faculty are responsible for proctoring and scheduling these on campus exams. Any student who is unable to go to campus, must use the College's official online proctoring service (\$15 cost per exam to the student).

The paid online proctoring service is only to be used for required midterm and/or final exams each term. Faculty can also utilize the free practice exam feature available in the online proctoring service for additional course exams. However, these exams will be recorded but will not be proctored by the online proctoring service. Faculty will have the ability to view the video recording of the exam.

Online Courses Requiring Virtual Proctoring

Faculty teaching online courses can schedule virtual proctored exam(s) by using the College's official online proctoring service (\$15 cost per exam to the student).

The paid online proctoring service is only to be used for required midterm and/or final exams each term. Faculty can also utilize the free practice exam feature available in the online proctoring service for additional course exams. However, these exams will be recorded but will not be proctored by the online proctoring service. Faculty will have the ability to view the video recording of the exam.

Guidelines for Web Conferencing

Explanation of services

PHSC offers web conferencing through Big Blue Button within the myPHSC (Canvas) environment. This service allows faculty and students to communicate virtually using audio, video, whiteboard, and text chat capabilities. Instructors and students have the ability to share applications, exchange files, view presentations, and visit web pages simultaneously.

Disclaimer

PHSC does not take responsibility for any loss or corruption of data as a result of accessing the web conferencing environment. Any inappropriate or objectionable materials shared through the web conferencing environment will be reported immediately to the appropriate personnel.

Netiquette for Users

1. Inappropriate or objectionable materials are never to be shared for any reason with anyone.
2. Inappropriate or objectionable material should be reported to the appropriate personnel (Department Chair, Dean, Provost, or Vice President) immediately.

3. Personal identification information (social security number, student ID number, login IDs, passwords, date of birth, etc.) should never be requested or shared.
4. Share only an application, never your entire desktop.
5. Provide tutorials for instructional purposes only.
6. Never take or give control of another's desktop to fix a technical issue.

Student College Policies for Distance Education

myPHSC (Canvas)

For purposes of myPHSC, PHSC collects information from the student, such as first and last name, student email, student identification number and password when an account is created to log in to the network. PHSC also may retain information on the student's behalf, such as files and messages that are stored using their account. If they provide feedback or contact the College via email, their name and email address, as well as any other content included in the email will be collected. Other types of personal information and demographic information that are provided to PHSC voluntarily through the [Profile](#) in myPHSC is also collected. To learn more about Canvas' parent company, visit [Instructure, Inc.](#) for additional information on their privacy policy.

E-Learning and myPHSC

PHSC offers students the opportunity to take college credit courses through various methods of instructional delivery. All methods of delivery are equivalent in terms of objectives, learning outcomes, competencies, content, credit and transferability. E-learning courses include online courses delivered via the Internet and courses that combine on-campus with online learning. E-learning courses may require limited on-campus meetings for orientations, labs, test reviews and proctored tests. Required meeting dates are listed in the course schedule and in course syllabi. Additionally, all campus services, on-campus and Web-based, are available to all PHSC students.

myPHSC is the College's online learning community that connects students and faculty to their courses, as well as resources needed to succeed. Logging in to the myPHSC portal allows users to access course information, communication tools, online tutoring services, student resources and technical support. Students also have access to community groups in which they are a member, as well as information regarding all student activities.

As members of the PHSC teaching and learning community, students have a responsibility to secure their myPHSC/QuistaMail account against unauthorized access by creating a strong password using the [self service password reset system](#). Also, students are responsible for protecting their account from being compromised by not sharing and/or giving out passwords.

Complete List of Model Courses

Arts and Sciences Division

ANT2000	Introduction to Anthropology	Kathleen Stellmach
ARH1000	Art Appreciation	David Kastner
AST1002	Introduction to Astronomy	Guy McCann
BSC1005	Introduction to Biology	Jennifer Wiatrowski
BSC1020	Human Biology	Jennifer Wiatrowski
BSC1050	Introduction to Environmental Science	Jennifer Wiatrowski
DEP2004	Life-Span Development	Kathleen Stellmach
DEP2302	Adolescent Psychology	Kathleen Stellmach
EDF2085	Introduction to Diversity for Educators	Kathleen Stellmach
EDH1930	Seminar in College Teaching	Carol Jones
EDH2930	Seminar in Community and State Colleges in Higher Education	Carol Jones
EME2040	Intro to Technology for Educators	Jennifer Veloff
ENC1101	Eng Comp I	Ann Bunting
ENC1102	Eng Comp II	Ann Bunting
ENC1127	Grammar and Composition	Ann Bunting
ENC1133	Writing a Research Paper	Ann Bunting
ENG2103	World Cinema	Sue Matheny
ENL2012	British Literature: Middle-18th Century	Jessica LaBossiere
EPI0001	Classroom Management	Carol Jones
EPI0002	Instructional Strategies	Carol Jones
EPI0003	Technology	Carol Jones
EPI0004	The Teaching and Learning Process	Carol Jones
EPI0010	Foundations of Research-Based Practices in Reading	Carol Jones
EPI0020	Professional Foundations	Carol Jones
EPI0030	Diversity in the Classroom	Carol Jones
EPI0940	Professional Foundation Field Experience	Carol Jones
EPI0945	Diversity in the Classroom Field Experience	Carol Jones
GYL2010	Introduction to Geology	Tom Carmichael
HSC1101	Perspectives in Health and Wellness	James Johnson
HUM1020	Introduction to Humanities	Connie Frankel
HUM2210	Humanities: Ancient World to Middle	Steven Insalaco
HUM2230	Humanities: Renaissance to Modern Day	Steven Insalaco
MAC1105	College Algebra	Shirley Cherry
MAT1033	Intermediate Algebra	Fred Prescott
MAT1100	Pathways to Mathematical Literacy	Maria Witherell
MGF1106	Math for Liberal Arts	Sarah Fede

MGF1107	Explorations in Mathematics	Valerie La France
MUL1110	Music Appreciation	James Urbanski
OCE2001	Introduction to Oceanography	Jean Adams
PHI1010	Introduction to Philosophy	Wojciech Chojna
PHI1630	Applied Ethics	Larry Poller
PHM2304	The Philosophy of Politics and Justice	Larry Poller
POS2041	American Federal Government	Eric Wolters
PSC1121	Survey of Physical Sciences	John May
PSC1341	Introduction to Physical Sciences	Paul Mayer
PSY1012	Intro to Psychology	Kathleen Stellmach (Hughes)
REL2300	World Religion	Dennis Feltwell
SLS1101	The College Experience	Wanda Vyborny
SLS1501	College Success Skills	Stacey Atiyeh
SPC2300	Interpersonal Communication	Gary Carson
SPC2608	Intro to Public Speaking	Amy de la Zerda
SPN1120	Beginning Spanish	Luz Himelhoch
SPN1121	Beginning Spanish II	Luz Himelhoch
STA2023	Introduction to Statistics	Valerie La France
SYG2000	Intro to Sociology	Kathleen Stellmach (Hughes)

Work Force Development

ACG2021	Principles of Financial Accounting	Misty Price
ACG2071	Principles of Managerial Accounting	Misty Price
BUL2241	Business Law	Jason Smith
BUL2561	Cyber Law	Jason Smith
BUL3310	Legal and Ethical Environment in Business	Gary Cors
CCJ1000	Crime and Delinquency	Kaley Balfour
CCJ2010	Criminology	Kaley Balfour
CET1179	Microcomputer Repair Essentials	Cynthia Prince
CET2793	Windows Server Administration	Jennifer McCool
CGS1000	Computer Concepts	Phyllis Wrench
CGS1100	Microcomputer Applications	Ana Lopez
CGS2108	Advanced Microcomputer Applications	Michael Fanning
CGS2304	Managing Information Technology	Jennifer McCool
CGS2821	Graphics and Multimedia in the Web Environment	Karen Lederer
CJC1000	Introduction to Corrections	Kaley Balfour
CJE1000	Introduction to Law Enforcement	Rick Ramirez
CJE1300	Police Organization and Administration	Royce Decker

CJE1500	Police Operations	Royce Decker
CJE1640	Criminalistics	Charlie May
CJE2400	Police Community Relations	Charlie May
CJE2601	Introduction to Criminal Investigation	Rick Ramirez
CJL2062	Rules of Evidence for Police	Jason Smith
CJL2100	Criminal Law	Charlie May
CNT1000	Introduction to Networking	Karen Lederer
CNT1401	Principles of Information	Karen Lederer
COP1000	Intro to Software Development	Michael Fanning
CTS1110	Microcomputer Software Essentials	Cynthia Prince
ECO2013	Principle of Macro	Ranita Wyatt
ECO2023	Principles of Micro	Ranita Wyatt
ENT4004	Entrepreneurship and Small Business	Christy Pagano
FFP1301	Fire Service Hydraulics	William Watson
FFP1505	Fire Prevention Practices	William Watson
FFP1540	Private Fire Protection Systems	William Watson
FFP2111	Fire Chemistry	William Watson
FFP2120	Building Construction	William Watson
FFP2720	Company Officer Leadership	William Watson
FFP2770	Ethical and Legal Issues	William Watson
FFP2780	Fire Department Administration	William Watson
FFP2810	Firefighting Tactics and Strategy I	William Watson
FFP2811	Firefighting Tactics II	William Watson
FIN1100	Personal Finance	Misty Price
FIN3400	Financial Management	Arnold Head
GEB1011	Intro to Business	Vince Daviero
GEB1136	Introduction to E-Business	Kim Whitney
GEB2350	International Business	Vince Daviero
GEB3213	Advanced Business Communications	Philip Yoho
GEB4356	International Business	Vince Daviero
GEB4891	Strategic: Management and Decision Making	Christy Pagano
GEB4930	Selected Topics in Supervision and Management	Philip Yoho
HSA3110	Health Care Organization and Administration	Philip Yoho
HSA3113	Health Care Systems	Philip Yoho
HSA3422	Regulation and Compliance in Health Care	Philip Yoho
HSA4383	Quality Management in Health Care	Philip Yoho
HSA4430	Health Care Economics	Philip Yoho
HSA4502	Health Care Risk Management	Philip Yoho

HSA4930	Select Topics in Health Care Administration	Philip Yoho
ISM4011	Management Information Systems	Jennifer McCool
LDR3115	Contemporary Issues in Leadership	Philip Yoho
MAN3240	Organizational Behavior	Philip Yoho
MAN3353	Management Theory and Practice	Philip Yoho
MAN4301	Human Resources Management	Philip Yoho
MAN4900	Capstone Project	Philip Yoho
MAR1011	Principles of Marketing	Fred Whittinghill
MAR3803	Marketing for Managers	Vince Daviero
MKA2511	Principles of Advertising	Vince Daviero
MNA1100	Organizational Behavior	Vince Daviero
MNA1345	Principles of Supervision	Kim Whitney
OST1100	College Keyboarding	Carol Lewis
OST1355	Records Management	Mary Kelly
OST1764	Word Processing Microsoft Word	Sheridan Park
OST1811	Desktop Publishing	Sheridan Park
OST2335	Business Communications	Mary Kelly
OST2401	Administration Office Procedures	Mary Kelly
OST2852	Excel For The Office	Sheridan Park
PLA1003	Intro to Law and Legal Ethics	Gary Cors
PLA1201	Civil Procedure	Gary Cors
PLA1260	Evidence and Trial Practice	Jason Smith
PLA1303	Criminal Law for Paralegals	Jason Smith
PLA1763	Law Office Management	Jason Smith
PLA2104	Legal Research and Writing I	Gary Cors
PLA2114	Legal Research and Writing II	Gary Cors
PLA2273	Torts	Gary Cors
PLA2540	Real Property Law	Gary Cors
PLA2600	Wills, Estates & Trusts	Gary Cors
PLA2800	Family Law	Gary Cors
QMB1001	Business Math	Misty Price

Nursing and Health Programs

DEH2051	Local Anesthesia for the Dental Hygienist	Edilia Marshall
DEH2702	Community Dental Health	Debbie Nastelli
DES1100	Dental Materials	Debbie Nastelli
HCP0100	Nursing Assistant	Tracy Lawrence

HIM0450	Fundamentals of Body Structure and Function	Julie Monsegur
HIM1222	IC/CM Coding	Shelia Newberry
HIM1722	CPT Coding	Shelia Newberry
HIM2253	ICD-CM Coding	Shelia Newberry
HSC0530	Medical Language	Mary Fenimore
HSC2531	Medical Terminology	Mary Fenimore
HUN1270	Sports Nutrition	Mellisa McNulty
HUN2201	Science of Human Nutrition	Rosanna Licht
HUS1001	Introduction to Human Services	Linda Chamberlain
MTB2370	Applied Math for Health	Lydia Massias
NUR2820	Nursing Role and Scope	Daryle Wane
NUR3065C	Examination and Assessment	Daryle Wane
NUR3119	Nursing Theoretical Concepts	Daryle Wane
NUR3125	Pathology for Nursing Practice	Daryle Wane
NUR3145	Pharmacology for Nursing	Daryle Wane
NUR3665	Cultural Health Issues	Daryle Wane
NUR3826	Legal and Ethical Issues in Nursing	Daryle Wane
NUR3895	Teaching and Learning for the Healthcare Professional	Daryle Wane
NUR4164	Nursing Research and Informatics	Daryle Wane
NUR4636L	Community Nursing	Daryle Wane
NUR4827	Principles of Leadership and Management in Nursing	Daryle Wane
NUR4837	Health Care Policy and Economics in Nursing	Daryle Wane
NUR4945	Nursing Capstone Experience	Daryle Wane
RTE1000	Intro to Radiologic Science Principles	Tina Lischak
RTE1111	Intro to Radiographic Patient Care	Tina Lischak

Number of Model Courses Developed - 2011-2017

- 2011-2012 = 9 (new/revision) and 9 (legacy) = 18 total
- 2012-2013 = 14 (new/revision) and 3 (legacy) = 17 total
- 2013-2014 = 44 (new/revision)
- 2014-2015 = 52 (new/revision)
- 2015-2016 = 49 (new/revision)
- 2016-2017 = 55 (new/revision scheduled)

Percentage of Degrees, Certificates, and Diplomas Online
2015-2016 Academic Year

Bachelor Degrees	Total Credits	Online Credits	Percentage Online
Bachelor of Applied Science			
• Organization Administration	120	120	100%
• Public Safety/Service	120	96	80%
• Health Care Management	120	120	100%
Bachelor of Science in Nursing	120	120	100%

AA/AS	Total Credits	Online Credits	Percentage Online
AA Degree	60	60	100%
Business Admin AS to BS Transfer			
• Management Specialization	64	61	95%
• Marketing Specialization	64	55	86%
Accounting Technology	64	46	71%
Computer Programming and Analysis	63	49	77%
Criminal Justice Technology	64	46	71%
Dental Hygiene	88	26	29%
Drafting and Design Technology	62	24	39%
E-Business Technology	64	49	76%
Emergency Medical Services	73	24	39%
Engineer Technology	60	18	30%
Financial Services	60	42	70%
Fire Science Technology	60	39	65%
Health Information Technology	70	21	30%
Human Services	65	33	50%
Industrial Management Technology	60	36	60%
Information Technology Security	63	42	66%
Internet Services Technology	63	48	76%
Marketing Management	60	45	75%
Networking Services Technology			
• Adv. Network Infrastructure	63	42	66%
• Network Virtualization	63	42	66%
Nursing (R.N.) Generic	72	19	26%
Nursing (R.N.)—ADN Transition	72	19	26%
Office Administration	63	54	85%
Paralegal Studies (Legal Assisting)	64	62	96%
Radiography	77	21	27%

College Credit Certificates	Total Credits	Online Credits	Percentage Online
Accounting Technology Management	27	21	78%
Accounting Technology Operations	18	15	83%
Accounting Technology Specialist	12	12	100%
AutoCAD Foundations	15	3	2%
Business Management	24	24	100%
Business Operations	18	18	100%
Business Specialist	12	12	100%
Computer Programmer	33	24	72%
Computer Programming Specialist	18	12	66%
E-Business Software	21	21	100%
E-Business Technology	21	21	100%
E-Business Ventures	24	24	100%
E-Business Technical	24	24	100%
Financial Para-Planner	12	3	25%
Health Informatics Specialist	18	6	33%
Human Services Assistant	27	12	44%
Information Tech Administration	18	18	100%
Marketing Operations	30	24	80%
Mortgage Finance Management	31	21	68%
Mortgage Finance Operations	18	12	67%
Mortgage Finance Specialist	12	9	75%
Network Infrastructure	21	12	57%
Network Support Technician	21	18	85%
Network Virtualization	24	15	62%
Office Management	27	27	100%
Office Specialist	18	18	100%
Office Support	12	12	100%
Paramedic	42	3	7%
Web Development Specialist	36	30	83%

Educator Prep Institute	Total Credits	Online Credits	Percentage Online
Educator Prep Institute	21	21	100%