Initiative Roadmap

Initiative Category	Instruction and Innovation
Initiative Name	Study Skills for Online/Distance Learning

Roadmap Lead (First, Last name)	Carrie	Horvath
Executive Sponsor (First, Last name)	Mary	Papazian

	Date
Planning start date	Jun-14
Planning end date	Nov-14
Implementation start date	Jan-16
Implementation end date	Jan-20

Initiative description	Best practices for student study skills for online/distance learning.

Desired outcomes (Description, including KPIs if any)	Assess the effectiveness of what we are currently doing to best prepare and support students for success in taking online/distance learning courses. Make recommendations of best practices to college presidents for implementation. Create a comprehensive document of best practices to be shared by all 17 institutions. Tools to assist these best practices (consisting of a series of technologically-based solutions) will also be recommended.

Summary budget impact	
One-time	
Ongoing	

Initiative lead	Role
Carrie Horvath	Initiative lead
Kevin Corcoran	Working committee member
Emily Lewis	Working committee member
Brian Cleary	Working committee member
Executive sponsor	**Role**
Mary Papazian	Executive sponsor

Key Stakeholders	Area / Influence
Educational Technology Staff	admin/distance learning
Academic Support Staff	student support
Faculty and Student Services	campus wide
College Presidents	BOR
IT/Help Desk Support	IT
CSCU Distance Learning Staff	distance learning
BOR Student Help Desk Support	BOR
Counseling/Advising	counseling

Key risks	Severity	Plan to mitigate risks

Critical interdependencies	Specific corresponding initiatives

Impact on other planning	
Budget impact (Low/Med/High)	medium
IT support required (Low/Med/High)	medium
Impact on Facilities? (Y/N)	N
Policy impact (Y/N)	Y

Roadmap name	Milestone number	Milestone	Date due	Milestone comment
Instructional innovation - distance learning study skills	1	Identify all of the stakeholders from the 17 institutions that are responsible for distance learning and student academic support on their campus. Invite to join our planning team.	20-Oct-14	
Instructional innovation - distance learning study skills	2	Conduct a series of planning meetings with the expanded team where we will put together a chart/table outlining specific information about the various student study skills practices currently going on at each institution.	01-Nov-2014	
Instructional innovation - distance learning study skills	3	Develop an assessment for a self-study so we can survey staff who work in distance learning, IT, student support, and faculty to get an accurate account of what is currently being done to help students succeed in online/distance learning courses.	01-Feb-2015	
Instructional innovation - distance learning study skills	4	Work with distance learning, IT, and student support at each institution to collect the data and create a spreadsheet with the results. Faculty will also be encouraged to provide feedback.	20-Apr-2015	
Instructional innovation - distance learning study skills	5	Each committee member will research best practices at other institutions outside of Connecticut.	15-Jun-2015	
Instructional innovation - distance learning study skills	6	Plan and host a one day forum/conference for all who work with distance learning, IT, and student support where we can share the results of the self-study and share best practices. Faculty will be encouraged to attend.	01-Sep-2015	
Instructional innovation - distance learning study skills	7	Develop recommendations for best practices for possible implementation.	01-Nov-2015	
Instructional innovation - distance learning study skills	8	Create a comprehensive document of best practices to be shared by all 17 institutions. Tools to assist these best practices (consisting of a series of technologically-based solutions) will also be recommended.	01-Jan-2016	
Instructional innovation - distance learning study skills	9	Implement best practices according to the institutional need.	01-Mar-2016	