

Action Project 5 Charter

Development of an Online Education Program that Reflects the Evangel Mission and Vision

Opportunity for the team: The team will develop processes and procedures enabling Evangel to implement and support online degree programs and course offerings.

Data that led to the selection of this project: The role of online education at Evangel has been discussed and researched formally since 2001, when the Campus Planning Council chartered a team to assess the feasibility for Evangel University to develop a distance education program and make recommendations regarding same. While the team report indicated an opportunity for Evangel to serve its constituents through an online education program, subsequent efforts to implement online education programs have been fragmented, leading to potential lost revenue and failure to receive recognition as a technologically relevant institution.

Project Scope: The team task is to:

1. Determine the stakeholders to be served
2. Clear inclusion of the Evangel ethos
3. Common components for all online classes based upon HLC's Best Practices
4. Certification of faculty in pedagogy, as well as practical and technical techniques
5. Full integration of all support services into the organizational structure, including, but not limited to, registration, advising, library services, and technical support
6. Evaluation by standardized indicators

After the team is chartered it will:

- Negotiate and refine any details of the charter
- Clarify Project Components
- Establish timelines for each phase of the project
- Design and/or obtain measurement instruments
- Collect data
- Analyze data
- Identify opportunities for improvement
- Design an implementation plan
- Recommend implementation processes
- Develop an evaluation plan
- Make recommendations for improvement

Customer Requirements: The customer is the Evangel University community, including internal and external stakeholders. The development of a distance education program will fulfill Vision 2015 Strategic Direction One, Goal 7, the development of eUniversity to support campus programs and to provide distance learning programs for off-campus students. With a mission to serve the Assemblies of God, an online education program will expand access to the University for thousands of constituents world-wide.

It is anticipated that an online learning program will lead to expanded professional development and teaching opportunities for faculty and staff. A fully-developed online learning program would provide flexible scheduling options to faculty and staff, leading to improved morale and result in increased pride and satisfaction in work.

Accomplishing this project will lead to more effective use of our human and technical resources. It will increase our sense of pride and community as faculty and support services work together to achieve our common goals.

Team Selection Guidelines: The team will be composed of the current Online Education Committee as well as staff members who will represent key areas.

Reporting Structure between the team and the Campus Planning Council sub-committee: The team will operate according to the EU AQIP Project Improvement Process Flowchart, as approved by the Campus Planning Council and set forth in the Systems Portfolio, Page 8.5.

The Project Manager will bear responsibility to keep the team on task and time targets. The team will provide monthly progress updates to the Campus Planning Council AQIP Subcommittee who will in turn report to the full Campus Planning Council. EU community members will be updated through e-mails, web postings, and departmental and campus-wide meetings.

Project Constraints: The team will consist of the Online Education Committee who will be empowered to gather data pertaining to, but not limited to, target populations and needs assessment, design and components of effective online degree programs, certification of faculty in pedagogy, as well as practical and technical techniques, and support services, including organizational structure, registration, advising, library services, and technical support.

Authority to consult experts: The team may consult with knowledgeable individuals within the University and at other institutions as needed. They may engage consultants with the understanding that any consultant that would require a fee will need prior approval of the Campus Planning Council.

Authority to change processes: The team will make recommendations to the designated AQIP contact and/or appropriate Campus Planning Council sub-committee. At appropriate intervals, the findings and recommendations will be referred to the Campus Planning Council for implementation approval. Oversight of newly implemented programs and processes will rest with the respective Vice-President or his designee.

Deliverables at the conclusion of the project: The team shall deliver the following:

1. Objective data identifying stakeholders to be served via an online education program.
2. A plan for clear inclusion of the Evangel ethos in an online education program.
3. Common components for all online classes, based upon HLC's Best Practices and benchmarks.
4. A certification plan for faculty, including pedagogy, as well as practical and technical techniques.
5. A plan for full integration of all support services into the organizational structure, including, but not limited to registration, advising, library services, textbooks, and technical support.
6. An evaluation plan for online courses and programs.

Timeline for completion of the project: The team will develop time targets for each phase of the project; project completion no later than April 1, 2009.

Recognition of efforts and team accomplishments: Incremental milestones will be publicly recognized within the Evangel community through e-mails, web postings, and community gatherings. Upon completion of the project, the team members will feel satisfaction in having addressed an important issue impacting the efficiency and effectiveness of the Evangel University Community. Team members will receive recognition at the campus-wide meetings commensurate with the quality of the report, along with an honorarium for a team celebration.