

#	What?	Why?	How?	Who?	When?
1	Establish an ad hoc committee for online/distance learning	Facilitate development	Identify and recruit qualified candidates	S. Becker, O. Zhadko	Fall 2015
2	Define resources and establish a technical hub for online/distance learning (Carman 249)	Faculty capacity building	Refurbishment and technological upgrade	S. Castellano, R. Rotolo	Summer 2016
3	Develop distance learning handbook with guidelines and policies	Maintain quality education, academic integrity (MSCHE)	Best practices; seek faculty feedback and revise	S. Becker, O. Zhadko	Fall 2016
4	Standardize the structure/appearance of courses by use of standardized templates	Facilitate students' access.	Develop master course template; seek faculty feedback and revise	S. Castellano	Fall 2016
5	Establish training programs with certification for each modality	Ensure instructors' readiness.	Training sessions in Carman 249	O. Zhadko, S. Castellano	Certification to begin in Fall 2016
6	Develop online readiness for students through mandatory orientation session	Student success. Reduce recurring issues.	Develop course and register with CUNYFirst	O. Zhadko, S. Castellano	Test in 2016/17. Mandatory from Fall 2017.

Updated on July 15, 2016

#	What?	Why?	How?	Who?	When?
7	Develop capacity for the helpdesk (web chat, 24/7 availability, ...)	Indispensable for successful programs	Training of helpdesk staff. Contract after hour assistance	O. Zhadko, S. Castellano, Director	Development in 2016. Fully functional in 2017.
8	Include online experience as criterion in hiring, promotion, and reemployment processes	Faculty capacity building	Coordination with Deans, Provost	S. Becker, D. Porock	Discussions to commence in Fall 2016
9	Develop reliable and easy to navigate online registration systems	Current system is inadequate	Collaboration with IT	O. Zhadko, S. Castellano	Development to begin in Fall 2016
10	Develop additional pilot programs and growth strategies	Build/test infrastructure	Develop, assess, approve	S. Becker, O. Zhadko	Senate approval by Spring 2017