Program Assessment Form
(Academic Program)

Distance Learning Education
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Standing Requirements

NMC MISSION STATEMENT & ESIP (COLUMN 1 OF THE 5-COLUMN MODEL)

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. ESIP for Distance Learning Education: Revised ESIP: The Distance Learning Education office provides support and leadership in the effective use of technology through NMC Online to advance the educational mission of Northern Marianas College. Distance Learning Education serves to enhance student learning, promote professional development, and support assessment and improvement at NMC. (Former ESIP: The Distance Learning Education office provides support and leadership in the effective use of information technologies in the classroom both physically and through NMC Online to advance the educational mission of Northern Marianas College. Distance Learning Education serves to enhance student learning, promote professional development, and support assessment and improvement at NMC.

OUTCOMES (COLUMN 2 OF THE 5-COLUMN MODEL)

Distance Learning Education Administrative Outcome Set

DIST AUO 1
Distance Learning Education will through NMC Online training will improve methods for teaching and assessing student learning.

Mapping

No Mapping

DIST AUO 2
Conduct workshops, professional development and offer webinars to create and sustain technology literate faculty.

Mapping

No Mapping

DIST AUO 3
Increase number of student enrolled in an online course.

Mapping

No Mapping

DIST AUO 4
Establish Distance Education Policies and Procedures.

Mapping

No Mapping

Distance Learning Education Program Outcome Set
DIST PLO 1
Use computer and communications technologies appropriately at a basic level

Mapping
No Mapping

DIST PLO 2
Create and access student account on NMC Online (MOODLE) (courses.marianas.edu)

Mapping
General Education Outcomes (GELOs): GEO Technology and Information Literacy 4.2

DIST PLO 3
Create and access student email account (mail.mymarianas.edu)

Mapping
General Education Outcomes (GELOs): GEO Technology and Information Literacy 4.2

DIST PLO 4
Recognize “netiquette rules”

Mapping
No Mapping

DIST PLO 5
Access and use information technology to perform academic and non-academic tasks.

Mapping
General Education Outcomes (GELOs): GEO Technology and Information Literacy 4.1

DIST PLO 6
Differentiate between online and hybrid course offerings.

Mapping
No Mapping

DIST PLO 7
Express thoughts, prior knowledge and experiences in online discussion to ensure interactivity between learners and the instructor.

Mapping
No Mapping

DIST PLO 8
Identify Mozilla Firefox as recommended browser for NMC Online (MOODLE)
Distance Learning Education Proposed Draft Program Outcome Set

DIST Draft PLO
Current "Draft" of PLO's to be introduced and proposed is below:
1. Prepare students with readiness for their hybrid and online courses in NMC Online (MOODLE) through Online Orientation. (This will establish SLO's for Online Orientation - that initially stem from current PLO's)
2. Identify and employ improved methods for teaching and assessing student learning through the use of the Learning Management System (LMS) NMC Online (MOODLE).
3. Provide effective training to faculty to create and sustain technology literate faculty.
4. Establish Distance Education Policies and Procedures.

CURRICULUM MAP

Active Curriculum Map s

2020-2021 (See appendix)

Alignment Set Distance Learning Education Program Outcome Set

Created 09/23/2020 6:27:39 am WPST
Last Modified 09/23/2020 6:29:02 am WPST
2020-2021 Assessment Cycle

MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

Mission Statement

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. ESIP for Distance Learning Education: The Distance Learning Education office provides support and leadership in the effective use of information technologies in the classroom both physically and through NMC Online to advance the educational mission of Northern Marianas College. Distance Learning Education serves to enhance student learning, promote professional development, and support assessment and improvement at NMC.

Measures

Distance Learning Education Program Outcome Set

| Outcome                  | DIST PLO 2                                      | Create and access student account on NMC Online (MOODLE) (courses.marianas.edu) |
|--------------------------|-------------------------------------------------|---------------------------------------------------------------------------------
| Measure                  | Feedback Survey-Online Orientation              | Program level Indirect - Survey                                                |
| Details/Description      | Question from Feedback Survey-Online Orientation| After completing this online orientation, I am able to login and navigate NMC Online (MOODLE) at http://courses.marianas.edu” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree Additionally, students registered to take hybrid and online courses, who have not previously taken online or hybrid courses at NMC will successfully enroll in Online Orientation. |
| Success Criteria:        | 70% will answer: “Strongly Agree” or “Agree”     | 80% of NMC students registered to take online courses, who have not previously taken online or hybrid courses at NMC will successfully create an account on NMC Online (MOODLE), login and enroll in Online Orientation. |
| Implementation Plan      | Immediately following completion of Online Orientation. |
| (timeline):              |                                                 |
| Key/Responsible Personnel| Program Coordinator - DLE                       |
|                          | William Hunter                                  |

<table>
<thead>
<tr>
<th>Outcome</th>
<th>DIST PLO 3</th>
<th>Create and access student email account (mail.mymarianas.edu)</th>
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### Measure: Enrollment into Online Orientation
*Program level Indirect - Other*

**Details/Description:** A student email account (my.marianas.edu) is required to access NMC Online (MOODLE). All NMC students who are registered to take online courses, who have not previously taken an online or hybrid course at NMC will use their my.marianas.edu email account to login and enroll in an Online Orientation session.

**Success Criteria:** 80% of NMC students registered to take online courses, who have not previously taken online or hybrid courses at NMC will successfully login and enroll in an Online Orientation.

**Implementation Plan (timeline):** Immediately after completion of Online Orientation

**Key/Responsible Personnel:** Program Coordinator - DLE
William Hunter

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**Outcome: DIST PLO 4**
Recognize “netiquette rules”

### Measure: Feedback Survey-Online Orientation
*Program level Indirect - Survey*

**Details/Description:** Question from Feedback Survey-Online Orientation: “After completion of online orientation, I understand what is online netiquette” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

**Success Criteria:** 70% will answer: “Strongly Agree” or “Agree”

**Implementation Plan (timeline):** Immediately after completion of Online Orientation

**Key/Responsible Personnel:** Program Coordinator - DLE
William Hunter

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**Outcome: DIST PLO 5**
Access and use information technology to perform academic and non-academic tasks.

### Measure: Successfully Complete Online Orientation
*Program level Direct - Other*

**Details/Description:** NMC Students registered for online courses, who have not previously taken hybrid or online courses at NMC will enroll and successfully complete online orientation.

**Success Criteria:** 70% of NMC Students enrolled in online orientation will receive 60 points (out of 85 points) indicating that they have successfully used information technology to perform academic and non-academic tasks to successfully complete online orientation.
**Implementation Plan**
*(timeline):*
Immediately after completion of Online Orientation

**Key/Responsible Personnel:**
Program Coordinator - DLE
William Hunter

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**Outcome:** DIST PLO 6
Differentiate between online and hybrid course offerings.

**Measure:** Feedback Survey-Online Orientation  
*Program level Indirect - Survey*

**Details/Description:**
“After online orientation, I understand the difference between online, hybrid, and web-enhanced courses offered at NMC.”  
Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

**Success Criteria:**
70% will answer: “Strongly Agree” or “Agree”

**Implementation Plan**
*(timeline):*
Immediately after completion of Online Orientation.

**Key/Responsible Personnel:**
Program Coordinator - DLE
William Hunter

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**SUMMARY OF DATA COLLECTED AND USE OF RESULTS**  
*(ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)*

**Finding per Measure**

**Distance Learning Education Program Outcome Set**

**Outcome**

**Outcome: DIST PLO 2**
Create and access student account on NMC Online (MOODLE) (courses.marianas.edu)

**Measure:** Feedback Survey-Online Orientation
*Program level Indirect - Survey*

**Details/Description:**
“After completing this online orientation, I am able to login and navigate NMC Online (MOODLE) at http://courses.marianas.edu”

Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

Additionally, students registered to take hybrid and online courses, who have not previously taken online or hybrid courses at NMC will successfully enroll in Online Orientation.

**Success Criteria:**
70% will answer: “Strongly Agree” or “Agree”

80% of NMC students registered to take online courses, who have not previously
Implementation Plan (timeline):
Immediately following completion of Online Orientation.

Key/Responsible Personnel:
Program Coordinator - DLE
William Hunter

Findings for Feedback Survey-Online Orientation

Summary of Findings: Of the 413 NMC students that enrolled into the Fall 2020 and Spring 2021 NMC Online Orientation, 373 students completed the online feedback survey. 211 students selected that they “Strongly Agree” and 143 students selected that they “Agree” that after completing the orientation, they are able to login and navigate NMC Online (MOODLE). Of the 373 Students who completed the online orientation feedback survey, 95% of the students “Strongly Agree” or “Agree” that after completing the orientation, they are able to login and navigate NMC Online (MOODLE). This indicates that the outcome has been met.

Results: Success Criteria Achievement: Exceeded

Recommendations: The results of the Student Feedback Survey from Fall 2020 and Spring 2021 indicate that the DLE Orientation did meet this DLE PLO. To participate in NMC Online (MOODLE) orientation, it is required for students to successfully access their NMC Online(MOODLE) account. This is a good indicator in assessing this outcome and should continue.

Reflections/Notes: The data received from the NMC Online (MOODLE) orientation showed that for this particular outcome students are well above the success criteria.

Substantiating Evidence:

1. Fall 2020 Feedback Survey Data from Session 1 ON01 section (Adobe Acrobat Document) (See appendix)
Data from Student Feedback Survey that is completed upon student completing NMC Online (MOODLE) orientation.

2. Fall 2020 Feedback Survey Data from Session 1 ON02 section (Adobe Acrobat Document) (See appendix)
Data from Student Feedback Survey that is completed upon student completing NMC Online (MOODLE) orientation.

3. Fall 2020 Feedback Survey Data from Session 1 ON03 section (Adobe Acrobat Document) (See appendix)
Data from Student Feedback Survey that is completed upon student completing NMC Online (MOODLE) orientation.

4. Fall 2020 Feedback Survey Data from Session 1 ON04 section (Adobe Acrobat Document) (See appendix)
Data from Student Feedback Survey that is completed upon student completing NMC Online (MOODLE) orientation.

5. Fall 2020 Feedback Survey Data from Session 1 ON05 section (Adobe Acrobat Document) (See appendix)
Data from Student Feedback Survey that is completed upon student completing NMC Online (MOODLE) orientation.
Outcome: DIST PLO 3
Create and access student email account (mail.mymarianas.edu)

Measure: Enrollment into Online Orientation
Program level Indirect - Other

Details/Description: A student email account (my.marianas.edu) is required to access NMC Online (MOODLE). All NMC students who are registered to take online courses, who have not previously taken an online or hybrid course at NMC will use their my.marianas.edu email account to login and enroll in an Online Orientation session.

Success Criteria: 80% of NMC students registered to take online courses, who have not previously taken online or hybrid courses at NMC will successfully login and enroll in an Online Orientation.

Implementation Plan (timeline): Immediately after completion of Online Orientation
Key/Responsible Personnel: Program Coordinator - DLE
William Hunter

Findings for Enrollment into Online Orientation

Summary of Findings: To participate in NMC Online (MOODLE) students must have a NMC Student email address. 413 NMC students were enrolled and participated in the NMC Online (MOODLE) orientation for Fall 2020 and Spring 2021. Participation was
automatically recorded through Course Dashboard Participant student list. All students successfully accessed their student email account (my.marianas.edu) and logged into NMC Online (MOODLE).

**Results:**
Success Criteria Achievement: Exceeded

**Recommendations:**
The data received from the NMC Online (MOODLE) orientation indicates that this particular outcome results are at 100%, which is 413 of the 413 participants accessed NMC Online (MOODLE). As a student email account is a MUST for all students in order to participate in NMC Online (MOODLE) orientation.

**Reflections/Notes:**
It is not possible for a student to create an NMC Online (MOODLE) account without an NMC student email account (my.marianas.com). Single Sign-on to NMC Online (MOODLE) using a students NMC Student email address may be the next step to align student email account with NMC Online (MOODLE) account.

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**Outcome: DIST PLO 4**
Recognize "netiquette rules"

**Measure:** Feedback Survey-Online Orientation
*Program level Indirect - Survey*

**Details/Description:**
Question from Feedback Survey-Online Orientation: “After completion of online orientation, I understand what is online netiquette” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

**Success Criteria:**
70% will answer: “Strongly Agree” or “Agree”

**Implementation Plan (timeline):**
Immediately after completion of Online Orientation

**Key/Responsible Personnel:**
Program Coordinator - DLE
William Hunter

**Findings for Feedback Survey-Online Orientation**

**Summary of Findings:**
Of the 373 students that completed the online feedback survey, 196 students selected that they “Strongly Agree” and 153 students selected that they “Agree” that after completing NMC Online (MOODLE) orientation, they understand what is online netiquette. Of the 373 Students who completed the feedback survey, 94% of the students “Strongly Agree” or “Agree” that after completing the orientation, they understand what is online netiquette. This indicates that the outcome has been met. (Note: Data from feedback survey to support this DIST PLO4 is available in attachments for DIST PLO2 findings)

**Results:**
Success Criteria Achievement: Exceeded
Recommendations: The data received from the NMC Online (MOODLE) online orientation student feedback survey indicates that for this particular outcome students are above the success criteria we were looking for by 24%. With the high success in students understanding of proper online netiquette this demonstrates the effectiveness of the NMC Online (MOODLE) orientation.

Reflections/Notes: With the massive shift to remote/online learning it is important for students to understand the importance of online netiquette.

Outcome: DIST PLO 5
Access and use information technology to perform academic and non-academic tasks.

Measure: Successfully Complete Online Orientation
Program level Direct - Other

Details/Description: NMC Students registered for online courses, who have not previously taken hybrid or online courses at NMC will enroll and successfully complete online orientation.

Success Criteria: 70% of NMC Students enrolled in online orientation will receive 60 points (out of 85 points) indicating that they have successfully used information technology to perform academic and non-academic tasks to successfully complete online orientation.

Implementation Plan (timeline): Immediately after completion of Online Orientation
Key/Responsible Personnel: Program Coordinator - DLE William Hunter

Findings for Successfully Complete Online Orientation

Summary of Findings: Of the 413 NMC Students that were enrolled in Fall 2020 and Spring 2021 NMC Online (MOODLE) orientation, 390 students successfully completed online orientation and received 60 points or more. 94% of the students successfully used information technology to perform academic and non-academic tasks to achieve 60 points or more to successfully complete online orientation. This is an indication that the outcome has been met.

Results: Success Criteria Achievement: Exceeded

Recommendations: The data received from the NMC Online (MOODLE) online orientation shows that for this particular outcome students are above the success criteria we were looking for by 24%. The high rate of success in students completing the online orientation indicates that students successfully accessed and used information technology to perform academic and non-academic tasks.

Reflections/Notes: The results indicate that the online orientations are benefiting students and help prepare them for online learning.
Outcome: DIST PLO 6
Differentiate between online and hybrid course offerings.

Measure: Feedback Survey-Online Orientation
*Program level Indirect - Survey*

Details/Description: Question from Feedback Survey-Online Orientation: “After online orientation, I understand the difference between online, hybrid, and web-enhanced courses offered at NMC.” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

Success Criteria: 70% will answer: “Strongly Agree” or “Agree”

Implementation Plan (timeline):
Immediately after completion of Online Orientation.

Key/Responsible Personnel: Program Coordinator - DLE
William Hunter

Findings for Feedback Survey-Online Orientation

Summary of Findings: Of the 373 NMC students that completed the Fall 2020 and Spring 2021 NMC Online (MOODLE) orientation feedback survey, 204 students selected that they “Strongly Agree” and 143 students selected that they “Agree” that after NMC Online (MOODLE) orientation, they understand the difference between online, hybrid, and web-enhanced courses offered at NMC. Of the 373 Students who completed the student feedback survey, 93% of the students “Strongly Agree” or “Agree” that after completing the NMC Online (MOODLE) orientation, they understand the difference between online, hybrid, and web-enhanced courses offered at NMC. This indicates that the outcome has been met. (Note: Data from feedback survey to support this DIST PLO6 is available in file attachments for DIST PLO2 findings)

Results: Success Criteria Achievement: Exceeded

Recommendations: The data received from the NMC Online (MOODLE) feedback survey indicates that for this particular outcome students are above the success criteria by 23%. The high rate of success indicates that students understand the difference between online, hybrid, and web-enhanced courses at NMC.

Reflections/Notes: The results indicate that the NMC Online (MOODLE) orientation is benefitting students and helping them understand the different course types at NMC.
Overall Recommendations
No text specified

Overall Reflection
No text specified

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT
2021-2022 Assessment Cycle

MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

Mission Statement

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. ESIP for Distance Learning Education: The Distance Learning Education office provides support and leadership in the effective use of information technologies in the classroom both physically and through NMC Online to advance the educational mission of Northern Marianas College. Distance Learning Education serves to enhance student learning, promote professional development, and support assessment and improvement at NMC.

Measures

SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

Finding per Measure

Overall Recommendations
No text specified

Overall Reflection
No text specified

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT
Mission Statement

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. ESIP for Distance Learning Education: The Distance Learning Education office provides support and leadership in the effective use of information technologies in the classroom both physically and through NMC Online to advance the educational mission of Northern Marianas College. Distance Learning Education serves to enhance student learning, promote professional development, and support assessment and improvement at NMC.

Measures

ASSESSMENT FINDINGS
Finding per Measure

Overall Recommendations
No text specified

Overall Reflection
No text specified

OPERATIONAL PLAN

STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)
2019-2020 Assessment Cycle

MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

Mission Statement

NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. ESIP for Distance Learning Education: The Distance Learning Education office provides support and leadership in the effective use of information technologies in the classroom both physically and through NMC Online to advance the educational mission of Northern Marianas College. Distance Learning Education serves to enhance student learning, promote professional development, and support assessment and improvement at NMC.

Measures

Distance Learning Education Program Outcome Set

Outcome

Outcome: DIST PLO 2
Create and access student account on NMC Online (MOODLE) (courses.marianas.edu)

Measure: Feedback Survey-Online Orientation
Program level Indirect - Survey

Details/Description: Question from Feedback Survey-Online Orientation: “After completing this online orientation, I am able to login and navigate NMC Online (MOODLE) at http://courses.marianas.edu”
Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree
Additionally, students registered to take hybrid and online courses, who have not previously taken online or hybrid courses at NMC will successfully enroll in Online Orientation.

Success Criteria: 70% will answer: “Strongly Agree” or “Agree”
80% of NMC students registered to take online courses, who have not previously taken online or hybrid courses at NMC will successfully create an account on NMC Online (MOODLE), login and enroll in Online Orientation.

Implementation Plan (timeline): Immediately following completion of Online Orientation.
Key/Responsible Personnel: Program Coordinator - DLE
William Hunter

Outcome: DIST PLO 3
Create and access student email account (mail.mymarianas.edu)
### Measure: Enrollment into Online Orientation
**Program level Indirect - Other**

**Details/Description:** A student email account (my.marianas.edu) is required to access NMC Online (MOODLE). All NMC students who are registered to take online courses, who have not previously taken an online or hybrid course at NMC will use their my.marianas.edu email account to login and enroll in an Online Orientation session.

**Success Criteria:** 80% of NMC students registered to take online courses, who have not previously taken online or hybrid courses at NMC will successfully login and enroll in an Online Orientation.

**Implementation Plan (timeline):** Immediately after completion of Online Orientation

**Key/Responsible Personnel:** Program Coordinator - DLE  
William Hunter

**Outcome:** DIST PLO 4  
Recognize “netiquette rules”

### Measure: Feedback Survey-Online Orientation
**Program level Indirect - Survey**

**Details/Description:** Question from Feedback Survey-Online Orientation: “After completion of online orientation, I understand what is online netiquette” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

**Success Criteria:** 70% will answer: “Strongly Agree” or “Agree”

**Implementation Plan (timeline):** Immediately after completion of Online Orientation

**Key/Responsible Personnel:** Program Coordinator - DLE  
William Hunter

**Outcome:** DIST PLO 5  
Access and use information technology to perform academic and non-academic tasks.

### Measure: Successfully Complete Online Orientation
**Program level Direct - Other**

**Details/Description:** NMC Students registered for online courses, who have not previously taken hybrid or online courses at NMC will enroll and successfully complete online orientation.

**Success Criteria:** 70% of NMC Students enrolled in online orientation will receive 60 points (out of 85 points) indicating that they have successfully used information technology to perform academic and non-academic tasks to successfully complete online orientation.
**Implementation Plan**

(timeline): Immediately after completion of Online Orientation  
Key/Responsible Personnel: Program Coordinator - DLE  
William Hunter

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**Outcome: DIST PLO 6**  
Differentiate between online and hybrid course offerings.

---

**Measure:** Feedback Survey-Online Orientation  
*Program level Indirect - Survey*

**Details/Description:**  
Question from Feedback Survey-Online Orientation: “After online orientation, I understand the difference between online, hybrid, and web-enhanced courses offered at NMC.” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

**Success Criteria:**  
70% will answer: “Strongly Agree” or “Agree”

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**SUMMARY OF DATA COLLECTED AND USE OF RESULTS**  
(ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

**Finding per Measure**

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**Distance Learning Education Program Outcome Set**

**Outcome**

**Outcome: DIST PLO 2**  
Create and access student account on NMC Online (MOODLE) (courses.marianas.edu)

**Measure:** Feedback Survey-Online Orientation  
*Program level Indirect - Survey*

**Details/Description:**  
Question from Feedback Survey-Online Orientation: “After completing this online orientation, I am able to login and navigate NMC Online (MOODLE) at http://courses.marianas.edu”  
Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree  
Additionally, students registered to take hybrid and online courses, who have not previously taken online or hybrid courses at NMC will successfully enroll in Online Orientation.

**Success Criteria:**  
70% will answer: “Strongly Agree” or “Agree”  
80% of NMC students registered to take online courses, who have not previously
Implementation Plan
(timeline):
Immediately following completion of Online Orientation.

Key/Responsible Personnel:
Program Coordinator - DLE
William Hunter

Findings for Feedback Survey - Online Orientation

**Summary of Findings:**
Of the 263 NMC students that enrolled into the Fall 2019 and Spring 2020 NMC Online Orientation, 254 students completed the online feedback survey. 153 students selected that they “Strongly Agree” and 84 students selected that they “Agree” that after completing the orientation, they are able to login and navigate NMC Online (MOODLE). Of the 258 Students who completed the online orientation, 92% of the students “Strongly Agree” or “Agree” that after completing the orientation, they are able to login and navigate NMC Online (MOODLE). This indicates that the outcome has been met.

Additionally, all 263 NMC students successfully created a NMC Online (MOODLE) account and enrolled in Fall 2019 and Spring 2020 Online Orientation. 100% of the students were able to create and access their student account on NMC Online (MOODLE). This is further indication that the outcome has been met.

**Results:**
Success Criteria Achievement: Exceeded

**Recommendations:**
In the interpretation of this data it is determined that the DLE Orientation did meet this DLE.PLO. To enroll in online orientation, it is required for students to successfully create and access their NMC Online (MOODLE) account. This is a good indicator in assessing this outcome and should continue.

**Reflections/Notes:**
The data received from the NMC online orientation showed that for this particular outcome students are above the success criteria.

**Substantiating Evidence:**
1. FA19 and SP20 - Feedback Survey Totals - Data (Adobe Acrobat Document) (See appendix)
2. FA19 and SP20 - Feedback Survey Totals - Data from NMC Online (MOODLE)
3. Sample - Feedback Survey - Online Orientation (Adobe Acrobat Document) (See appendix)
4. Sample - Feedback Survey - Online Orientation

These Findings are associated with the following Actions:

NMC Online (MOODLE) Online Orientation
(Operational Plan; 2019-2020 Assessment Cycle)
Outcome: DIST PLO 3
Create and access student email account (mail.mymarianas.edu)

Measure: Enrollment into Online Orientation
Program level Indirect - Other

Details/Description: A student email account (my.marianas.edu) is required to access NMC Online (MOODLE). All NMC students who are registered to take online courses, who have not previously taken an online or hybrid course at NMC will use their my.marianas.edu email account to login and enroll in an Online Orientation session.

Success Criteria: 80% of NMC students registered to take online courses, who have not previously taken online or hybrid courses at NMC will successfully login and enroll in an Online Orientation.

Implementation Plan (timeline): Immediately after completion of Online Orientation
Key/Responsible Personnel: Program Coordinator - DLE
William Hunter

Findings for Enrollment into Online Orientation

Summary of Findings: 263 NMC students registered to take hybrid and online courses for Fall 2019 and Spring 2020 (who have not previously taken online or hybrid courses at NMC) successfully accessed their student email account (my.marianas.edu), confirmed their NMC Online (MOODLE) account, and successfully enrolled in Fall 2019 and Spring 2020 Online Orientation. 100% of NMC students registered to take online orientation in Fall 2019 and Spring 2020 successfully enrolled in online orientation. This indicates the outcome has been met.

Results: Success Criteria Achievement: Exceeded

Recommendations: The data received from the NMC online orientation showed that for this particular outcome students are above the success criteria and are at 100% which is 263 of the 263 participants. As having a student email account is a MUST for all students in order to participate in the NMC online orientation on NMC Online (MOODLE).

Reflections/Notes: It is not possible for a student to create an NMC Online (MOODLE) account without an NMC student email account (my.marianas.com).

These Findings are associated with the following Actions:
NMC Online (MOODLE) Online Orientation (Operational Plan; 2019-2020 Assessment Cycle)
### Outcome: DIST PLO 4
Recognize “netiquette rules”

**Measure: Feedback Survey-Online Orientation**
*Program level Indirect - Survey*

**Details/Description:**
Question from Feedback Survey-Online Orientation: “After completion of online orientation, I understand what is online netiquette” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

**Success Criteria:**
70% will answer: “Strongly Agree” or “Agree”

**Implementation Plan (timeline):**
Immediately after completion of Online Orientation

**Key/Responsible Personnel:**
Program Coordinator - DLE
William Hunter

**Findings for Feedback Survey-Online Orientation**

**Summary of Findings:**
Of the 258 NMC students that completed the Fall 2019 and Spring 2020 NMC Online Orientation, 254 completed the online feedback survey. 138 students selected that they “Strongly Agree” and 96 students selected that they “Agree” that after completing the orientation, they understand what is online netiquette. Of the 258 Students who completed the online orientation, 91% of the students “Strongly Agree” or “Agree” that after completing the orientation, they understand what is online netiquette. This indicates that the outcome has been met.

**Results:**
Success Criteria Achievement: Exceeded

**Recommendations:**
The data received from the NMC online orientation feedback survey showed that for this particular outcome students are above the success criteria we were looking for by 20%. With the high success in students understanding of proper netiquette this demonstrates the effectiveness of the orientation.

**Reflections/Notes:**
With continued shifts to hybrid/online learning it is important that students understand what is online netiquette.

**Substantiating Evidence:**
- FA19 and SP20 - Feedback Survey Totals - Data (Adobe Acrobat Document) (See appendix)
- FA19 and SP20 - Feedback Survey Totals - Data from NMC Online (MOODLE)
- Sample - Feedback Survey - Online Orientation (Adobe Acrobat Document) (See appendix)

**These Findings are associated with the following Actions:**
NMC Online (MOODLE) Online Orientation
Outcome: DIST PLO 5
Access and use information technology to perform academic and non-academic tasks.

Measure: Successfully Complete Online Orientation
Program level Direct - Other

Details/Description: NMC Students registered for online courses, who have not previously taken hybrid or online courses at NMC will enroll and successfully complete online orientation.

Success Criteria: 70% of NMC Students enrolled in online orientation will receive 60 points (out of 85 points) indicating that they have successfully used information technology to perform academic and non-academic tasks to successfully complete online orientation.

Implementation Plan (timeline): Immediately after completion of Online Orientation

Key/Responsible Personnel: Program Coordinator - DLE
William Hunter

Findings for Successfully Complete Online Orientation

Summary of Findings: Of the 263 NMC students that enrolled in Fall 2019 and Spring 2020 NMC online orientation, 258 students successfully completed the online orientation and received 60 points or more and received a Certificate of Completion. 98% of the students successfully used information technology to perform academic and non-academic tasks to achieve 60 points or more to successfully complete online orientation. This is an indication that the outcome has been met.

Results: Success Criteria Achievement: Exceeded

Recommendations: The data received from the NMC online orientation shows that for this particular outcome students are above the success criteria we were looking for by 28%. The high rate of success in students completing the online orientation indicates that students successfully accessed and used information technology to perform academic and non-academic tasks.

Reflections/Notes: The results indicate that the online orientations are benefiting students and help prepare them for online learning.

Substantiating Evidence:
Online Orientation - Activity Details (Adobe Acrobat Document) (See appendix)

These Findings are associated with the following Actions:
Outcome: DIST PLO 6
Differentiate between online and hybrid course offerings.

Measure: Feedback Survey-Online Orientation
Program level Indirect - Survey

Details/Description:
Question from Feedback Survey-Online Orientation: “After online orientation, I understand the difference between online, hybrid, and web-enhanced courses offered at NMC.” Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree

Success Criteria:
70% will answer: “Strongly Agree” or “Agree”

Implementation Plan (timeline):
Immediately after completion of Online Orientation.

Key/Responsible Personnel:
Program Coordinator - DLE
William Hunter

Findings for Feedback Survey-Online Orientation

Summary of Findings:
Of the 258 NMC students that completed the Fall 2019 and Spring 2020 NMC Online Orientation, 254 completed the online feedback survey. 172 students selected that they “Strongly Agree” and 76 students selected that they “Agree” that after online orientation, they understand the difference between online, hybrid, and web-enhanced courses offered at NMC. Of the 258 Students who completed the online orientation, 96% of the students “Strongly Agree” or “Agree” that after completing the orientation, they understand the difference between online, hybrid, and web-enhanced courses offered at NMC. This indicates that the outcome has been met.

Results: Success Criteria Achievement: Exceeded

Recommendations:
The data received from the NMC online orientation shows that for this particular outcome students are above the success criteria by 26%. The high rate of success in students completing the online orientation indicates that students understand the difference between online, hybrid, and web-enhanced courses offered at NMC.

Reflections/Notes:
The results indicate that the online orientations are benefitting students and helping them understand course types offered at NMC.

Substantiating Evidence:

FA19 and SP20 - Feedback Survey Totals - Data (Adobe Acrobat Document) (See appendix)
FA19 and SP20 - Feedback Survey Totals - Data from NMC Online (MOODLE)
These Findings are associated with the following Actions:

NMC Online (MOODLE) Online Orientation
(Operational Plan; 2019-2020 Assessment Cycle)

Overall Recommendations
No text specified

Overall Reflection
No text specified

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

Mission Statement
NMC Mission Statement: Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth. ESIP for Distance Learning Education: The Distance Learning Education office provides support and leadership in the effective use of information technologies in the classroom both physically and through NMC Online to advance the educational mission of Northern Marianas College. Distance Learning Education serves to enhance student learning, promote professional development, and support assessment and improvement at NMC.

Actions

Distance Learning Education Program Outcome Set

Outcome

Outcome: DIST PLO 2
Create and access student account on NMC Online (MOODLE) (courses.marianas.edu)

Action: NMC Online (MOODLE) Online Orientation

This Action is associated with the following Findings

Findings for Feedback Survey-Online Orientation
(Means of Assessment & Criteria for Success and Summary of Data Collected AND Use of Results; 2019-2020 Assessment Cycle)
Summary of Findings:
Of the 263 NMC students that enrolled into the Fall 2019 and Spring 2020 NMC Online Orientation, 254 students completed the online feedback survey. 153 students selected that they “Strongly Agree” and 84 students selected that they “Agree” that after completing the orientation, they are able to login and navigate NMC Online (MOODLE). Of the 258 Students who completed the online orientation, 92% of the students “Strongly Agree” or “Agree” that after completing the orientation, they are able to login and navigate NMC Online (MOODLE). This indicates that the outcome has been met. Additionally, all 263 NMC students successfully created a NMC Online (MOODLE) account and enrolled in Fall 2019 and Spring 2020 Online Orientation. 100% of the students were able to create and access their student account on NMC Online (MOODLE). This is further indication that the outcome has been met.

Action details: Continue to hold NMC Online (MOODLE) Orientation at the beginning of each semester to ensure that students are prepared for the upcoming Semester.

Implementation Plan (timeline):
NMC Online (MOODLE) Online Orientation is entirely online and will take place prior to the beginning of the Semester.

Key/Responsible Personnel:
Program Coordinator - DLE William Hunter

Measures:
Measures justify the need to continue to hold NMC Online (MOODLE) Online Orientation

Budget approval required?
NMC Online (MOODLE) Online Orientation is currently conducted by DLE Program Coordinator and no additional budget is required at this time.

Budget request amount: $0.00

Priority: High

Outcome: DIST PLO 3
Create and access student email account (mail.mymarianas.edu)

Action: NMC Online (MOODLE) Online Orientation

This Action is associated with the following Findings
Findings for Enrollment into Online Orientation (Means of Assessment & Criteria for Success and Summary of Data Collected AND Use of Results; 2019-2020 Assessment Cycle)

Summary of Findings:
263 NMC students registered to take hybrid and online courses for Fall 2019 and Spring 2020 (who have not previously taken online or hybrid courses at NMC) successfully accessed their student email account (my.marianas.edu), confirmed their NMC Online (MOODLE) account, and successfully enrolled in Fall 2019 and Spring 2020 Online Orientation. 100% of NMC students registered to take online orientation in Fall 2019 and Spring 2020 successfully enrolled in online orientation. This indicates the outcome has been met.

Action details: Continue to hold NMC Online (MOODLE) Orientation at the beginning of each semester to ensure that students are prepared for the upcoming Semester.

Implementation Plan (timeline):
NMC Online (MOODLE) Online Orientation is entirely online and will take place prior to the beginning of the Semester.
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**Outcome: DIST PLO 4**
Recognize “netiquette rules”

**Action: NMC Online (MOODLE) Online Orientation**

This Action is associated with the following Findings

Findings for Feedback Survey-Online Orientation
(Means of Assessment & Criteria for Success and Summary of Data Collected AND Use of Results; 2019-2020 Assessment Cycle)

Summary of Findings:
Of the 258 NMC students that completed the Fall 2019 and Spring 2020 NMC Online Orientation, 254 completed the online feedback survey. 138 students selected that they “Strongly Agree” and 96 students selected that they “ Agree” that after completing the orientation, they understand what is online netiquette. Of the 258 Students who completed the online orientation, 91% of the students “Strongly Agree” or “Agree” that after completing the orientation, they understand what is online netiquette. This indicates that the outcome has been met.

**Action details:**
Continue to hold NMC Online (MOODLE) Orientation at the beginning of each semester to ensure that students are prepared for the upcoming Semester.

**Implementation Plan (timeline):**
NMC Online (MOODLE) Online Orientation is entirely online and will take place prior to the beginning of the Semester.

**Key/Responsible Personnel:**
Program Coordinator - DLE William Hunter

**Measures:**
Measures justify the need to continue to hold NMC Online (MOODLE) Online Orientation

**Budget approval required? (describe):**
NMC Online (MOODLE) Online Orientation is currently conducted by DLE Program Coordinator and no additional budget is required at this time.

**Budget request amount:**
$0.00

**Priority:**
High
### Outcome: DIST PLO 5
Access and use information technology to perform academic and non-academic tasks.

<table>
<thead>
<tr>
<th>Action: NMC Online (MOODLE) Online Orientation</th>
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**This Action is associated with the following Findings**

Findings for Successfully Complete Online Orientation  
(Means of Assessment & Criteria for Success and Summary of Data Collected AND Use of Results; 2019-2020 Assessment Cycle)

Summary of Findings:  
Of the 263 NMC students that enrolled in Fall 2019 and Spring 2020 NMC online orientation, 258 students successfully completed the online orientation and received 60 points or more and received a Certificate of Completion. 98% of the students successfully used information technology to perform academic and non-academic tasks to achieve 60 points or more to successfully complete online orientation. This is an indication that the outcome has been met.

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### Outcome: DIST PLO 6
Differentiate between online and hybrid course offerings.

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<th>Action: NMC Online (MOODLE) Online Orientation</th>
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**This Action is associated with the following Findings**

Findings for Feedback Survey-Online Orientation  
(Means of Assessment & Criteria for Success and Summary of Data Collected AND Use of Results; 2019-2020 Assessment Cycle)

Summary of Findings:  
Of the 258 NMC students that completed the Fall 2019 and Spring 2020 NMC Online Orientation, 254 completed the online feedback survey. 172 students selected that they “Strongly Agree” and 76 students selected that they “Agree” that after online orientation, they understand the difference between online, hybrid, and web-enhanced courses.
offered at NMC. Of the 258 Students who completed the online orientation, 96% of the students “Strongly Agree” or “Agree” that after completing the orientation, they understand the difference between online, hybrid, and web-enhanced courses offered at NMC. This indicates that the outcome has been met.

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**STATUS REPORT** (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)

**Action Statuses**

**Distance Learning Education Program Outcome Set**

**Outcome**

**Outcome: DIST PLO 2**
Create and access student account on NMC Online (MOODLE) (courses.marianas.edu)

**Action: NMC Online (MOODLE) Online Orientation**

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**Outcome: DIST PLO 3**
Create and access student email account (mail.mymarianas.edu)

### Action: NMC Online (MOODLE) Online Orientation

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**Outcome: DIST PLO 4**
Recognize “netiquette rules”
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**Status for NMC Online (MOODLE) Online Orientation**

- **Current Status:** In Progress
- **Budget Status:** Other
- **Additional information:** No additional budget amount was required.
- **Next Steps:** NMC Online (MOODLE) Online Orientation was held prior to the beginning of Summer 2020 and Fall 2020 semester. Plan is to continue to offer NMC Online (MOODLE) online orientation for students prior to the start of Spring 2021.

**Outcome: DIST PLO 5**
Access and use information technology to perform academic and non-academic tasks.
### Priority:
- High

### Status for NMC Online (MOODLE) Online Orientation

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### Outcome: DIST PLO 6
Differentiate between online and hybrid course offerings.

### Action: NMC Online (MOODLE) Online Orientation

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Program Assessment Form (Academic Program)
Distance Learning Education

Status Summary
No text specified

Summary of Next Steps
No text specified
Appendix

A. 2020-2021 (Curriculum Map)
B. Fall 2020 Feedback Survey Data from Session 1 ON01 section (Adobe Acrobat Document)
C. Fall 2020 Feedback Survey Data from Session 1 ON02 section (Adobe Acrobat Document)
D. Fall 2020 Feedback Survey Data from Session 1 ON03 section (Adobe Acrobat Document)
E. Fall 2020 Feedback Survey Data from Session 1 ON04 section (Adobe Acrobat Document)
F. Fall 2020 Feedback Survey Data from Session 1 ON05 section (Adobe Acrobat Document)
G. Fall 2020 Feedback Survey Data from Session 1 ON06 section (Adobe Acrobat Document)
H. Fall 2020 Feedback Survey Data from Session 1 ON07 section (Adobe Acrobat Document)
I. Fall 2020 Feedback Survey Data from Session 2 ON08 section (Adobe Acrobat Document)
J. Spring 2021 Feedback Survey Data from Session 1 ON01 section (Adobe Acrobat Document)
K. Online Orientation - Activity Details (Adobe Acrobat Document)
L. FA19 and SP20 - Feedback Survey Totals - Data (Adobe Acrobat Document)
M. FA19 and SP20 - Feedback Survey Totals - Data (Adobe Acrobat Document)
N. FA19 and SP20 - Feedback Survey Totals - Data (Adobe Acrobat Document)
O. Sample - Feedback Survey - Online Orientation (Adobe Acrobat Document)
P. **Sample - Feedback Survey - Online Orientation** (Adobe Acrobat Document)

Q. **Sample - Feedback Survey - Online Orientation** (Adobe Acrobat Document)