INDEPENDENT AND CORRESPONDENCE STUDY

Mission

Independent and Correspondence Study, using various media in partnership with academic colleges, provides higher education learning opportunities to individuals across the state, the nation, and the world who might not otherwise have access.

Vision

Independent and Correspondence Study, in partnership with academic colleges, will be a preferred provider of credit and noncredit courses and programs for students who, because of situational constraints, choose to further their education in an independent study mode.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in the ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One. Coordinate with academic units to develop and implement media-assisted credit courses, degrees and certificate programs.

Critical Success Factors:

- Increase annual independent study enrollments
- Increase annual correspondence enrollments
- Develop distance delivery of new courses
- Use Independent and Correspondence Study courses within flexible interdisciplinary bachelor's degrees (such as General Business, Liberal Studies, or University Studies)
- Partner with academic colleges to develop distance education options for students who wish to earn credits away from campus during the summer

Objectives:

Objective 1.1: Serve students in asynchronous undergraduate courses.

Strategies:

- Register and coordinate correspondence study credit enrollees.
- Register and coordinate semester-based independent study credit enrollees.

Objective 1.2: Seek approval for use of distance courses in more degree programs.

Strategies:

- Explore how Independent and Correspondence Study can help create distance education options for master's degree and certificate program in International Studies.
- Determine interest by individual colleges in the use of Independent and Correspondence Study offerings within the degrees of Bachelor's of University Studies, Bachelor's of Liberal Studies, and Bachelor of Science in General Business.

Objective 1.3: Promote distance education courses to meet specific needs of students.

Strategies:

- Contact former OSU students who have earned at least 100 credits but no bachelor's degree in order to alert them to various flexible ways of finishing.
- Propose to the Scholarships Office appropriate language about flexible summer learning options that could help students to retain financial aid.

Goal Two. Cooperate with college outreach units to develop and implement media-assisted noncredit programs.

Critical Success Factors:

- Increase annual number of courses that are revised or developed.
- Increase annual number of multi-course continuing education certifications earned.
- Complete a survey of current course partner departments about advanced standing preparation courses.

Objectives:

Objective 2.1: Provide registration for noncredit, continuing education.

Strategies:

- Offer continuous registration for real estate students.
- Offer continuous registration for the Fire Protection Technology Certificate Program that utilizes College of Engineering, Architecture and Technology classes and/or Independent and Correspondence Study courses.

Objective 2.2: Revise marketing materials with partner units.

Strategies:
- Market with Business Outreach via a revised brochure that features new courses.
- Prepare a revised brochure for the Fire Protection Technology certificate offerings in conjunction with College of Engineering, Architecture and Technology Outreach.

Objective 2.3: Conduct feasibility studies of new noncredit programs.

Strategies:
- Study development of individual learning courses for insurance continuing education in partnership with Business Outreach.
- Examine the joint interest in computer certification training and assessment with college outreach units, the University Testing and Evaluation Service, and/or Career Tech.
- Determine the interest by academic departments in the development of advanced standing exam preparation courses, especially as a derivative of an existing Independent and Correspondence Study course.

Goal Three. Provide administrative systems that enhance the efficiency, accountability, and quality of service of Independent and Correspondence Study.

Critical Success Factors:

- Increase the number of Independent Study sections that are offered
- Increase the number of OSU colleges that approve Independent Study sections
- Expand Independent Study options to include sections during the last 12 weeks of a semester

Objectives:

Objective 3.1: Use different registration options as student needs and funding require.

Strategies:

- Seek approval to offer Independent Study courses off campus.
- Provide registration for Independent Study courses with 600 series section numbers.

Objective 3.2: Use additional media to reduce shipping costs and match students' interests.

Strategies:

- Distribute video courses on DVD as an alternative to videocassette use.
- Implement procedures for distributing course guides on CD-ROM as an option to print format.
- Use bar coding for tracking of books and writing assignments.

Goal Four. Implement programs and communications that will increase the visibility, effectiveness, and understanding of the Independent and Correspondence Study mission among internal and external groups through centralized marketing and promotion, including Web development.

Critical Success Factors:

- Bring distance education options to the attention of former OSU students
- Use semi-annual meetings by a faculty, student, and outreach staff advisory committee
- Develop Web catalogue

Objectives:

Objective 4.1: Provide informative and updated materials to internal OSU groups.

Strategies:

- Utilize issues of an electronic newsletter to update advisers on offerings.
- Work with OSU advisers to determine ways for Independent and Correspondence Study to be more responsive to their needs and those of their students.
- Present relevant information to the Non-Traditional Student Organization and the Office of Student Disability Services.

Objective 4.2: Provide informative and updated materials to non-OSU groups.

Strategy:

- Stimulate broader OSU participation in the National Universities Degree Consortium Marketing Committee and its efforts to improve OSU National Universities Degree Consortium rankings in Web search engines.

Goal Five. Provide access to higher education programs and courses not currently available at OSU-Stillwater by importing offerings from other institutions for the local Learning Site.

Critical Success Factors:

- Determine interest in third-party online certification training and assessment programs
- Sustain the offering of a four course sequence in Introductory Italian from Tulsa Community College

Objectives:

Objective 5.1: Import credit offerings.

Strategies:

- Sustain a four-course-sequence in introductory Italian from Tulsa Community College (fall and spring semesters).
- Import on an annual basis a specialized-accreditation required course in Bilingual Communications in Horticulture from OSU-Oklahoma City.
- Facilitate courses toward a certificate and associate degree in early care education administration.

Objective 5.2: Import noncredit offerings.

Strategies:

- Facilitate Assistive Technology offerings (20 month-long courses and 14 certificate programs) from the National Association of State Directors of Special Education.
- Identify third-party provider for online courses not available through OSU academic units.

Objective 5.3: Select imported offerings to boost the efficiency of the use of television studios.

Strategy:

- Request non-OSU at Stillwater offerings that fill open time slots of existing television studios.