POLICY STATEMENT

BridgeValley Community and Technical College (College) will provide distance learning courses that eliminate barriers of time and place in order to meet the needs of both traditional and non-traditional students in attaining their educational goals.

Distance learning courses will be equivalent to face-to-face courses in all aspects, including student assessment, student evaluation of faculty, and access to student services. To increase access to higher education, it is important that courses be available for web delivery whenever applicable.

PROCEDURES

In order to ensure quality and academic integrity in online educational settings, the College will use a combination of best practices and comprehensive support for faculty and students engaging in online education activities. All web and blended courses will be offered utilizing the institutional web-course portal.

Faculty members who develop a web-based course shall follow these procedures:

- Obtain approval from the department chair prior to any course development work. This approval shall be documented by a memorandum from the department chair to the faculty member, with a copy to the Vice President for Academic Affairs and the Dean of Extended Learning. The expected instructional delivery date for the course shall be stipulated in this memorandum.

- Upon completion of development and prior to offering, the Extended Learning staff will perform an instructional course design review within the timeline defined by the College to determine if the course content follows best practices in design principles, and the appropriate academic unit will determine if the course is content ready and is instructionally sound.

- The appropriate academic unit will conduct outcomes assessment activities after each offering. At the request of the academic department, a review for best practices in design may be repeated by Extended Learning staff.

- The intellectual property rights to all on-line instructional materials developed through and supported by the College shall be jointly owned by the institution and the developer.
• Assessment of courses for compliance with The Higher Learning Commission Best Practices will follow the process defined by the College’s academic affairs committee.

• Faculty teaching online and blended courses will be expected to adhere to the College Copyright Policy as well as to Title 17, United States Code, Section 101, which users of intellectual property and published materials adhere to copyright law protecting the original rights of the creators of works used for educational purposes.

• Faculty teaching online and blended courses must adhere to fair use guidelines in compliance with federal copyright law.

• The College will exhibit due diligence in the authentication of students in online and blended courses including password protected entry into the system and supporting the use of proctoring to ensure student identity in online evaluation and testing situations. See proctor policy.

• Student evaluation of faculty teaching online courses will be conducted online and be used for outcomes assessment and faculty evaluation purposes. Evaluations will be based on student/faculty survey results conducted at the end of each semester. Results will be sent to the Vice President of Academic Affairs, the faculty member, and the faculty member’s Dean. See student evaluation of faculty policy.

• Minimum and maximum course enrollment will be established by the department chair in conjunction with the Vice President for Academic Affairs. If delivery constitutes an overload for the faculty teaching the course, payment for delivery of the distance education course will follow the adjunct salary payment schedule.

DEFINITIONS

Distance Education - courses in which students work outside the traditional classroom with little or no face-to-face contact with instructors and in which instruction is delivered through the use of a variety of technologies (e.g. the internet and conferencing technologies).

Online Course - a course in which 100% of the course activities are conducted asynchronously online with no requirement for the student to travel to a particular location or to conduct a course activity at a predefined time as long as course deadlines are met. This is the same as a web course.

Blended Course - any course that combines online or distance instruction with traditional face-to-face instruction.

Content Ready - an online course that is completely developed, instructionally sound, and ready to be taught prior to being placed on an academic course schedule. This includes having developed and/or added all content, assessments, and supporting materials to the course.

Course Design - the unique combination of learning objectives, content, media applications, evaluations, assessments and instructional strategies that are prepared in advanced of student enrollment in the course.
Course Redesign - a course that has already been designed and approved through internal quality processes but is undergoing major revision (design modifications that change 30% or more of the course design).

LMS - the online Learning Management System adopted by the institution in which all online or blended courses are housed and operated.

Web course - a course in which 100% of the course activities are conducted asynchronously online with no requirement for the student to travel to a particular location or to conduct a course activity at a predefined time as long as course deadlines are met. This is the same as an online course.

Approved by: Cabinet ________________________________ Date: 8/22/2014