

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Distance Education

EFFECTIVE DATE: July 1, 2000

Policy Statement

The purpose of distance education at Southwest Tennessee Community College (STCC) is to extend quality education opportunities beyond the boundary of the traditional classroom, consistent with the mission of the institution.

Definition

Distance education programs are programs in which there is a physical separation of the teacher and learner and in which communication and instruction takes place through, or are supported by, any technological means such as the internet, telephone, radio, television, computers, satellite delivery, interactive video, or any combination of present and future telecommunication technologies.

Requirements and Standards

Distance education will meet the academic requirements and quality standards of STCC.

Academic Requirements and Quality Standards

1. Southwest Tennessee Community College engages in distance education courses and programs which are consistent with the level, nature and mission of the college. These courses and programs meet the same academic and quality standards maintained in regular and non-credit instruction offered by Southwest Tennessee Community College.

		Provost/Executive
	Transition Team II:	Responsible Vice President for Academic
Source of Policy:	<u>Academic Programs</u>	Administrator: <u>and Student Affairs</u>
		TBR Policy Reference: <u>2:05:00:00</u>
Related Policy:	<u>NA</u>	TBR Guideline Reference: <u>A-070</u>
Approved:	<u>President</u>	Date: <u>July 1, 2000</u>

2. Each distance education course carries the same code, title, and credit as other sections of that course taught by traditional means.
3. Each distance education course provides for planned interaction and timely feedback between students and faculty member(s) teaching the course. As appropriate, these interactions may be individual, group or mixed. They may take place electronically, e.g., by telephone, by computer, or by interactive video.
4. Each distance education course includes an assessment of that delivery mode in its procedures for monitoring and assessing student performance.
5. Each student enrolled in a distance education course has access to all the academic support services, instructional equipment, and campus events and other non-academic activities which Southwest Tennessee Community College provides for other students. Support services may include but are not limited to academic advising, counseling, library and other education resources, tutoring services, and financial aid.

Applicability of Board Policies

Distance education programs at Southwest Tennessee Community College will comply with all board and institutional policies, standards and guidelines, and include, but are not limited to:

Program Review and Approval
(TBR Policy 2:01:01:00)

Admissions
(TBR Policy 2:03:00:00)

Undergraduate Academic Retention Standards
(TBR Policy 2:03:01:01)

Classification of Students
(TBR Policy 3:05:01:00)

Faculty Promotion
(TBR Policy 5:02:02:00)

Payment of Student Fees and Enrollment of Student
(TBR Policy 4:01:03:00)

Institutional Relationships and Off-Campus Affairs
(TBR Guideline A-020)

Distance education and other technology based instructional programs will comply with SACS criteria, with TBR Guideline A-070, Distance Education, and with TBR Policy 2:05:00:00, Distance Education, for initiation of technology-based instructional modes.

Funding of Distance Education

No distinction is made between student credit hours generated through distance education and those generated through on-campus instruction.

Southwest Tennessee Community College's distance education courses will be included in the budget process for the acquisition and maintenance of distance education hardware and courseware. Records of all operating costs will be maintained for distance education programs.

Program Planning and Implementation

1. Faculty, administrators, and other support personnel involved in the development and implementation of distance education will have clearly defined roles, responsibilities and duties as outlined in the Distance Education Course guidelines.
2. Faculty teaching a course by distance media will acquire appropriate knowledge of the technical environment, operating system, and software on which they are teaching.

For example, teaching an on-line course will require that faculty have working knowledge of or attend training in appropriate software utilized as Internet tools. Faculty teaching in the interactive classroom will have training sessions in which hands-on training in the operating of the ITV equipment is emphasized.

3. Faculty will be limited to teaching, only one **new** distance course per semester. (New is defined as a course taught for the first time by a faculty member.)
4. Courses taught via distance media will have a peer review for content, information flow, and appropriate association with advanced level classes. In addition, a technical support preview will be conducted prior to scheduling.
5. Southwest Tennessee Community College will make academic and administrative information available to distance education students. This information may include but is not limited to: advising, exams, grading, student-faculty interaction, proctoring, the provision of support services, and registration and fee-payment procedures.

6. Southwest Tennessee Community College will make every effort to form consortial arrangements with two or more institutions for the development, production, or transmittal of distance education courseware and materials. Where possible, acquisition of courseware will be made through Tennessee Board of Regents' Media Consortium.

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