DISTANCE EDUCATION

I. PURPOSE

Describes distance education use, organizational process, and approval process.

II. DEFINITIONS

*Distance education (DE):* the use of educational processes to transfer knowledge to students who are separated from the program's origin by some distance. Telecourses, print-based education, videocassette, computer-modem courses, CD-ROM interactive video disk, and interactive television (televised live classes) are presentation components of distance education. Distance education is an effort to make education available to people who find it difficult to attend traditional college classes. Prospective DE students include people with unusual work schedules, parents with small children, disabled students, and students who prefer to work independently. The content, college credit, and transferability of these courses are equivalent to those offered in the traditional method.

III. POLICY

In keeping with the college's mission, distance education may be used as general education or specialized course electives, as part of academic programs, or to fill special community needs. All courses must have the approval of discipline faculty, the division chair, and the Senior Vice President of Instruction, and must be equivalent in content and quality to on-campus courses.

(POLICY APPROVAL: 9-20-95, Board of Trustees)

IV. PROCEDURES

A. Suggestions for DE courses may originate with any member of the college community. Courses may be proposed by department or division personnel or the Distance Education Program Director. All such courses must be approved by discipline faculty and by the division chair. Final approval for such courses is granted by the Senior Vice President of Instruction upon consultation with the Vice President of Workforce Development, Continuing Education, and Distance Learning.

B. Faculty participation in the teaching of DE courses is voluntary. A stipend is paid for first-time development of DE courses.

C. For distance education courses to be proposed, the division must prepare appropriate course syllabi and follow normal college procedures for review and approval.

D. The instructor's course syllabus must include these components:
   - course designation
   - course title
   - course description and overview
   - objectives
   - course topics
   - collateral readings: required and supplemental
   - grading policies
-examination details
-special written and other out-of-class assignments
-television broadcast times, dates, and channels when appropriate
-course rental details
-special material needs, with cost estimate
-orientation and other session details
-optional activities
-instructor information: brief bio, office location, phone number, and times when the instructor is available for telephone consultation

E. The Distance Education Program Director (the DE Director), under the supervision of the Vice President of Workforce Development, Continuing Education, and Distance Learning, is responsible for overall management for the effective and efficient delivery of distance education courses. The sponsoring division and the Dean of Admissions and Registration are responsible for providing adequate course-aid schedule information to the DE Director. The DE Director communicates with the Office of Marketing and Communications and the division administrators in reference to special publicity efforts necessary for the successful implementation of DE courses and programs.

F. The DE Director is responsible for studying and evaluating student success in distance education, faculty and student satisfaction with materials used, distance education comparability with existing courses, and distance education enrollment data as related to existing college courses.

G. Students are allowed to register for DE courses under standard operating procedures approved by the college, including any additional fees. Enrollment in DE courses is normally limited to the same class size as the same or a similar course currently being taught in a standard classroom setting.

H. Textbooks are ordered through normal division procedure.

V. GUIDELINES

A. Full-time faculty in the discipline should judge comparability of material, objectives, evaluation of student competencies, textbooks, and other related matters.

B. The DE Director advises the division chairs on the courses to be offered each semester.

C. Courses use existing course numbers, etc., unless otherwise approved as a new course.

D. Courses may be taught as a part of a regular schedule or as an overload.

E. A copy of the Distance Education Course Development Procedures is posted on the Internet at the WCJC website under Distance Learning. The Distance Education Course Development Application and the Distance Education Course Development Completion Form are posted on the WCJC Intranet website under College Forms.

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