



Academic Policy

Policy Type:	Distance Learning Courses
Policy Number:	1008
Date Adopted:	10/1/2010
Version:	4.0
Review Cycle:	Biannually
Date Last Reviewed:	04/10/2019
Office Responsible:	Academic Dean
Reviewing Committee:	Academic Council
Related Policies:	NA
Related Laws:	HLC – Accreditation Requirements for Distance Delivery

Policy Summary:

The tools and methodology of higher education instruction are rapidly changing. While many courses are still taught in the traditional or face-to-face format, Distance Learning (DL) venues have also proven to be viable and effective delivery methods of instruction. The purpose of this policy is to provide guidance and structure for development and delivery of Distance Learning (DL) at JC.

Scope: This policy applies to all College departments, programs, faculty and staff involved in DL-mediated instruction.

Definitions:

Web-Assisted Course: A face-to-face class that uses JetNet or other online platform to provide access to supplementary materials, discussion boards, and other online learning activities, with all contact hours being conducted face-to-face, and, therefore, not considered DL.

Hybrid Course: Courses taught with some required contact hours facilitated in a mode other than face-to-face. The out-of-class portion is most often online, but may involve other modes of learning.

Totally Online (TOL) Course: Course taught 100% online, all required contact hours are done online with no required face-to-face component. Such a class may or may not have synchronous online learning components. The instructor and the student shall have regular faculty initiated interactions including but not limited to instruction and feedback.

Asynchronous Learning: By its nature, most DL is asynchronous, meaning that instructor and students need not be engaged in the learning activities at the same time. Threaded discussions or student discussion boards embedded in a course are considered asynchronous learning.

Synchronous Learning: Some learning activities in online or hybrid classes may be synchronous, meaning that the instructor and students are engaged in the learning activity at the same time. An example would be interaction via an online teleconferencing tool for purposes such as online office hours, a guest speaker, group meetings etc.

Policy Statement:

While specific learning assessments may vary, all sections of a course must contain and assess for the same learning outcomes at the same level and offer and assess identical General Education Outcomes, if applicable.

The appropriate lead faculty, department chair, and dean must ensure consistency as distance learning courses are developed.

Once a specific DL model for a course has been approved by the dean, it can continue to be offered, scheduled, and taught by all faculty who meet the minimum faculty qualifications for their discipline and have met DL certification by JC.

Prior to enrolling in an online class for the first time, students are required to successfully complete an online learning orientation program. Students who have previously enrolled in and passed an online class and dual enrolled students are exempt from this requirement.

Anyone developing an online, hybrid or web-assisted course must provide evidence of knowledge about creating accessible learning materials.

All new online, hybrid or web-assisted courses must be designed to meet Americans with Disability Act (ADA) accessibility guidelines.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
04/10/2012	2.0	Update to include all types of distance learning instructional formats	T. Butler
02/01/2017	3.0	Update to include online learning orientation program.	R. Woods
04/10/2019	4.0	Updated definitions and process; included ADA guidelines	K. Thirolf & B. Newberry