



## Academic Policy

<b>Policy Type:</b>	<b>Distance Learning Courses</b>
<b>Policy Number:</b>	<b>1008</b>
<b>Date Adopted:</b>	<b>10/1/2010</b>
<b>Version:</b>	<b>5.0</b>
<b>Review Cycle:</b>	<b>Biannually</b>
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<b>Office Responsible:</b>	<b>Academic Dean</b>
<b>Reviewing Committee:</b>	<b>Academic Council</b>
<b>Related Policies:</b>	<b>NA</b>
<b>Related Laws:</b>	<b>HLC – Accreditation Requirements for Distance Delivery</b>

### **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:**

**Virtual Learning:** Circumstances may require a face-to-face class to move online for a period of time. Such a class is conducted in a way that is similar to the face-to-face class with synchronous contact between the instructor and students along with asynchronous supports such as are used in web-assisted, hybrid and totally online courses.

**Web-Assisted Course:** A face-to-face class that uses the institution's learning management system 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 examples of 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.

**Online Program:** Online programs at Jackson College are cohesive plans of study which result in a certificate or degree and are designed to be completed primarily via online technologies rather than by engaging in learning at a fixed place such as a traditional campus. An online program may require physical participation in some required components such as orientation, practicums and/or clinical experiences.

**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.

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:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
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
05/25/2022	5.0	Updated definitions and process.	T. Butler