

CCSN Policy	Section: ACF	Number: 12
Title: DISTANCE EDUCATION POLICY		Policy Effective Date: <u>July 6, 2006</u>
Approved:		
<u><i>Richard Carpenter</i></u> CCSN President		<u>July 6, 2006</u> Date
Faculty Senate Recommendation		Faculty Senate Recommendation Unnecessary
<u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)		
<u><i>Darren Divine</i></u> Faculty Senate Chair		<u>June 30, 2006</u> Date

1. Policy Purpose and Background

This policy provides a resource document related to:

- a. the broadest definition of distance delivery of instruction, including telecommunications technologies – audio, video, and computer-based technologies – used for instruction in either live or stored modes;
- b. ensuring the institution’s distance delivery programs have a clearly defined purpose congruent with institutional mission and purposes;
- c. compliance with the standards and policies of the Northwest Commission on Colleges and Universities related to distance education (Policy 2.6); and
- d. compliance with the Nevada System of Higher Education (NSHE) Board of Regents Handbook (Title 4, Chapter 14, Section 11).

2. Policy Statement

- a. CCSN is committed to provide through distance technologies the same high quality learning experience for students that it provides on its campuses.
- b. Distance education courses and programs will be consistent with the mission of the College.
- c. All proposed distance education courses will follow, be reviewed and approved through the college curricular process.
- d. Distance Education faculty will complete the Distance Education Course Information Card prior to pre-registration.

- e. CCSN will provide support for distance education programs and classes, and students will have adequate access to library, student services, and technical support.
- f. The College will offer training and support services for faculty who teach distance education courses and programs. Faculty training will be available prior to teaching an online course. Faculty teaching distance education courses for the first time will be expected to attend training.
- g. CCSN will support one course management system that all faculty will be encouraged to use.
- h. Academic departments have responsibility for oversight of distance education courses offered for credit, ensuring rigor of content and quality of instruction consistent with their discipline and course outcomes.
- i. If an Academic Department does not desire to develop a needed distance education course, CCSN may pursue other options, but with faculty and department consent.
- j. The role of the Academic Departments is to:
 - i. Select, evaluate and assign faculty (fulltime and adjunct) qualified to teach in a distance education format.
 - ii. Ensure that student learning objectives for a course or program are written and explicit.
 - iii. Ensure the currency of materials and course content.
 - iv. Monitor the integrity of student work and the credibility of the credits and degrees the College awards. It is the responsibility of the faculty to ensure that reasonable safeguards are in place to ensure academic integrity by students.
 - v. Facilitate student evaluation of distance education courses every semester. The Distance Education Office shall coordinate the course evaluation process in cooperation with the Academic Departments.
 - vi. Determine which courses and how many sections will be offered in a distance education format.
 - vii. Evaluate the educational effectiveness of courses and course delivery. If an Academic Department does not desire to carry out this evaluation, they may request that the Distance Education Office or other designee carry out this evaluation.
- k. The role of the Distance Education Office is to:
 - i. Facilitate support of course delivery and recommend presentation standards to assist DE faculty in developing online displays, website navigation systems, and other instructional accommodations that comply with ADA provisions.
 - ii. Coordinate the course evaluation process in cooperation with the Academic Departments. The student evaluations will be opened by the Distance Education Office at a set time each semester and will remain open for a set time unless requested otherwise by an Academic Department.

- iii. Monitor ownership of materials, faculty compensation, copyright issues, and the utilization of revenue derived from the creation and production of software, telecourses, distance education courses, or media products that have been agreed upon by the faculty and the College (in accordance with the NSHE Intellectual Property Policy) prior to the initial offering of a course or program.
- iv. Exercise contract controls: No individual, program, or department will agree to a contract with any private or public entity to deliver distance education courses or programs on behalf of CCSN without prior approval from the Office of the Vice President of Academic Affairs. The DE Office will not initiate contractual activities with individual faculty without prior approval of the appropriate Academic Department Chair and acknowledgement of the appropriate Dean.
- v. Monitor institutional integrity regarding distance education: Agencies providing funding for special certificates or degree programs or courses will not acquire any privileges regarding the admission standards, academic continuation standards, or degree requirements for students or faculty attached to a college-approved program.
- vi. Make DE training available to faculty in cooperation with CAPE (Center for Academic and Professional Excellence) or its equivalent.

I. Evaluation and Assessment

- i. Working with academic departments, the Distance Education Office will coordinate the evaluation of the educational effectiveness of distance education courses and programs. This process will use national best practices as appropriate to specific disciplines.
- ii. The method of delivery for new courses and programs will be part of each curriculum proposal.

3. Authority and Cross Reference

- a. Board of Regents Handbook Title 4, Chapter 14, section 11 on Distance Learning.
- b. Northwest Commission on Colleges and Universities Accreditation Policy 2.6 on Distance Delivery of Courses, Certificate, and Degree Programs.

4. Knowledge of the Policy

All CCSN personnel involved with Distance Education related activities should be knowledgeable about this policy.

5. Definitions

Distance Education: Distance education is defined as a formal educational process in which the majority of the instruction occurs when students and their instructor are

not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, or audio, video, or electronically mediated technologies. This policy applies to all credit-bearing courses and programs offered through distance education at the Community College of Southern Nevada (CCSN).

6. Responsibilities

The President:

- Final approval authority
- Implementation

Vice Presidents (List Applicable VPs):

- Vice President of Academic Affairs – Review/Revise and Recommend Policy to President
- Vice President of Student Services – Review/Revise Policy
- Vice President of Information Technology – Review/Revise Policy

CCSN Faculty Senate:

- Review/Revise

CCSN Administrative Code Officer:

- Review/Revise, Recommend, and Disseminate

Standing Committees:

- None

Coordinator:

- Director of Distance Education

Subject Matter Expert:

- Appropriate Academic Department or Discipline.

7. Exceptions

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s) when advised by competent legal authority that this policy or related procedure(s) is wholly or in part in conflict with laws or procedures of a superior governing body. The President will notify the appropriate CCSN personnel of the suspension or rescission and cause any necessary changes to be made to this policy.

8. Contact Information

Direct any questions about this policy to the following offices:

Subject	Contact
Distance Education Policy Questions	Director of Distance Education
CCSN Policy Questions	CCSN Administrative Code Officer

9. History

10/31/2005 – Submitted to Faculty Senate for Review.

10/31/2005 – Forwarded by the Senate Chair to the Senate Ad Hoc Committee on Online Resources for initial review.

12/21/2005 – Returned to Faculty Senate Chair with proposed revisions from the Senate Ad Hoc Committee on Online Resources.

03/10/2006 – Returned to committee for minor update.

04/05/2006 – Returned to Faculty Senate Chair with proposed revisions from the Senate Ad Hoc Committee on Online Resources.