**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**
**BOARD OF GOVERNORS**
**SCP-3000**

**SUBJECT:**     Distance Learning

**REFERENCE:**     Higher Learning Commission, 2011 Guidelines for the Evaluation of Distance Education (On-Line Learning)[1]; Higher Learning Commission *Background Information on Distance and Correspondence Education* (www.hlcommission.org/Monitoring/distance-delivery.html)

**ORIGINATION:**  February 7, 2012

**EFFECTIVE:**     April 17, 2012

**REVIEWED:**     August 2016

**SECTION 1.   PURPOSE**

1.1     The purpose of this policy is to provide guidance for the development, approval, teaching and support for all distance-delivered courses at Southern West Virginia Community and Technical College.

**SECTION 2.   SCOPE AND APPLICABILITY**

2.1     This policy applies to all distance-delivered courses and programs taught by either full- or part-time faculty at Southern West Virginia Community and Technical College.  Distance-delivered courses and programs are those defined by the Higher Learning Commission (HLC) in the *Guidelines for the Evaluation of Distance Education (On-Line Learning)* and the Higher Learning Commission *Background Information on Distance and Correspondence Education* and the regulations of the U.S. Department of Education.

**SECTION 3.   DEFINITIONS**

3.1     Distance-delivered Courses – Those courses in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other[1].

3.2     Distance-delivered Programs – Those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses[1].

3.3     Hybrid or Blended – A method of course delivery which combines the traditional face-to-face instructional environment and other methods of delivery that significantly utilize technology to deliver instruction.

3.4     Interactive – A method of course delivery in which all or part of the instruction and interaction with students occurs via closed circuit, interactive classrooms (ICR).

3.5     Online – A method of course delivery in which all or part of the instruction and interaction occurs via internet technologies either synchronous or asynchronous.

3.6      Quality Matters – A faculty-centered, peer review process designed to certify the quality of online and blended courses.

3.7      Traditional – A method of course delivery in which instruction is provided synchronously in the standard classroom environment requiring students to be physically present in the same location as the instructor.

3.8      Web-enhanced – A method of course delivery which is primarily provided in a traditional face-to-face environment with a limited amount (less than 50%) of instruction that utilizes technology to deliver instruction.

## SECTION 4.   POLICY

4.1      All distance-delivered courses and programs will meet the standards established in the "Quality Matters" program (QM) and by the College as described in the Distance Learning Manual. This manual shall be developed and maintained by the Office of the Vice President for Academic Affairs and will establish the standards, processes, procedures, and guidelines required for the development, approval, teaching and support for all distance-delivered courses and programs. The standards, processes, procedures, and guidelines shall adhere to the HLC's 2011 Guidelines for the Evaluation of Distance Education and the Quality Matters program.

4.2      Categories of courses and appropriate BANNER codes shall be established and defined for each type of distance-delivered course including but not limited to
     4.2.1   online,
     4.2.2   hybrid,
     4.2.3   web-enhanced, and
     4.2.4   traditional.

4.3      The established categories and codes shall be included in the Distance Learning Manual.

4.4      The Distance Learning Manual will be reviewed and updated annually.

4.5      All distance-delivered courses shall undergo an initial approval and any subsequent renewal process required as provided for in the Distance Learning Manual before they are listed in the course schedule and offered for student enrollment.

4.6      All distance-delivered courses shall be comparable to traditional campus-based courses, when applicable, in terms of
     4.6.1   syllabi, including learning outcomes,
     4.6.2   textbooks,
     4.6.3   grading, and
     4.6.4   methods of evaluation.

4.7      All full and part-time faculty must receive approved training and/or faculty development to meet QM certification for distance-delivered courses as provided for in the Distance Learning Manual prior to being assigned to a distance-delivered course.

4.8      Each distance-delivered course shall undergo review every three years for purposes of renewal of approval.

**SECTION 5.  BACKGROUND OR EXCLUSIONS**

5.1    None.

**SECTION 6.  GENERAL PROVISIONS**

6.1    All distance-delivered courses developed and offered by Southern West Virginia Community and Technical College shall be reviewed and approved in accordance with the requirements of the Distance Learning Manual.

6.2    All faculty teaching distance-delivered courses are required to undergo training and attain QM certification prior to being assigned to teach a distance-delivered course.

**SECTION 7.  RESPONSIBILITIES AND PROCEDURES**

7.1    The Vice President for Academic Affairs is responsible for the development, implementation, and maintenance of the Distance Learning Manual and ensuring compliance with the provisions of this policy.

**SECTION 8.  CANCELLATION**

8.1    None.

**SECTION 9.  REVIEW STATEMENT**

9.1    This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee.  Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10.  SIGNATURES**

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**Board of Governors Chair          Date**

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**President                                      Date**

**Attachments**:      None.

**Distribution:**      Board of Governors (12 members)
                              www.southernwv.edu

**Revision Notes:**    February 7, 2012 – Policy originated.

                              August 2016 – Scheduled policy review.  Updated titles, removed provisions, clarified definitions, and removed non-distance related course types.