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

SUBJECT: Distance Learning

REFERENCE: Higher Learning Commission *Background Information on Distance and Correspondence Education* (www.hlcommission.org/Monitoring/distance-delivery.html); Higher Learning Commission 21st Century Distance Education Guidelines 2021. Higher Learning Commission's General Glossary (Glossary | General (hlcommission.org).

ORIGINATION: February 7, 2012

EFFECTIVE: March 19, 2019

REVIEWED: September 8, 2023

SECTION 1.   PURPOSE

1.1   The purpose of this policy is to provide guidance for the development, approval, teaching, and support of 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 *21st Century Distance Education Guidelines 2021* 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   Asynchronous Online Courses – Those courses in which materials for the course can be accessed at any time and do not require student and instructor to be online at the same time.

3.2   Correspondence Courses – A course provided by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors. Interaction between instructors and students in a correspondence course is limited, not regular and substantive, and is primarily initiated by the students. If a course is part correspondence and part residential training (remote), it is considered a correspondence education course. A correspondence education course is not distance education.

3.3   Distance-delivered Courses course – A course in which at least 75% of the instruction and interaction occurs using one or more of the technologies listed in the definition of distance education, with the faculty and students physically separated.

3.4   Distance-delivered Programs – An academic program offered in whole or in part through distance education, regardless of whether a face-to-face, on-ground, or residential option (remote) is also available.

3.5   Hybrid – A method of course delivery that combines the traditional face-to-face instructional environment and other methods of delivery that significantly utilizes technology (50% or more) to deliver instruction.

3.6   Hybrid-Flexible (HyFlex) – A course design that enables flexible participation for students, whereby students may choose to attend face-to-face synchronous class sessions in person (typically in a traditional classroom) or complete course learning activities online without physically attending class. Some HyFlex courses allow for further choice in the online delivery mode, allowing both synchronous and asynchronous participation.

3.7   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).

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

3.9   Synchronous Online Course – Those courses in which there are specific hours students and instructors are expected to be online at the same time to participate in lectures, discussions, and other interactive activities.

3.10   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.

3.11   Web-enhanced – A method of course delivery that 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 by the College as described in the Distance Learning Manual. This manual shall be developed and maintained by the Office of the Chief Academic Officer and will establish the standards, processes, procedures, and guidelines required for the development, approval, teaching, and support of all distance-delivered courses and programs. The standards, processes, procedures, and guidelines shall adhere to the Higher Learning Commission's 21st Century Distance Education Guidelines 2021.

4.2   Categories of courses and appropriate BANNER codes shall be established and defined by the Office of the Chief Academic Officer for each type of distance-delivered course, including but not limited to:
    4.2.1   online,
    4.2.2   hybrid,
    4.2.3   ICR,
    4.2.4   web-enhanced,
    4.2.5   traditional, and
    4.2.6   HyFlex.

4.3   All distance-delivered courses shall be comparable to traditional campus-based courses, when applicable, in terms of:

      4.3.1   syllabi, including learning outcomes,

      4.3.2   textbooks,

      4.3.3   grading, and

      4.3.4   methods of evaluation.

4.4   All full-time and part-time faculty must receive approved training and faculty development on the College's Learning Management System prior to being assigned to a distance-delivered course.

4.5   Correspondence courses are not authorized as a form of delivery.

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 by the Office of the Chief Academic Officer in accordance with the requirements of the Distance Learning Manual.

6.2   All faculty teaching distance-delivered courses are required to undergo Learning Management System training prior to being assigned to teach a distance-delivered course.

SECTION 7.   RESPONSIBILITIES

7.1   The Chief Academic Officer 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

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, removing non-distance related course types.

September 2018 - Policy reviewed by the Distance Education Committee with modifications to add correspondence courses to establish definition correspondence separate from online/distance education, removal of duplicate information, and update titles to reflect the Office of the Associate Vice President responsible for distance education.

September 2023 – Policy review and modifications made to update references, titles, and terms.