

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 1 of 5
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; ITR 8100 Acceptable Use; IR 6720 Faculty Workload; IR 6715 Faculty Evaluation and Engagement; SR 2610 Student Code of Conduct; SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2620 Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policies: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (On-line Learning)	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College offers quality programs and courses delivered by distance means. The College utilizes distance learning to increase student access to learning opportunities; enhance the abilities of the college to respond to learner needs; respond to workforce development needs; ensure quality of instruction to place- and time-bound students; provide cost-effective service through cooperative and collaborative development and delivery; and reduce the unnecessary duplication of existing programs and courses.

Distance learning is defined as the formal educational process for any credit-bearing course developed or offered by the college in which the majority of instruction occurs when there is physical separation of the teacher and learner and when communication and instruction take place through, or are supported by, any technological means. Courses offered through distance learning modalities must meet the same requirements and quality standards as those established for credit coursework offered through a more traditional classroom setting. Quality standards include, but are not limited to, academic policies and procedural requirements related to curriculum and program development, assessment, review and approval processes, faculty course load and evaluation criteria, continuous improvement of instruction, a focus on student performance, and student evaluation of instruction, emphasis on teacher-student engagement, and student support services. To ensure quality standards, the following applies for courses offered through distance learning:

Distance learning courses offered for credit or audit must originate from and reside under the control of the academic unit that has responsibility for those respective courses.

The content of course learning outcomes taught through distance learning must be consistent with the outcomes for traditional courses as noted in the syllabus. Additionally, any courses being considered for distance learning modalities must be initiated through and approved by the Chief Academic Officer.

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All new courses and programs, regardless of their delivery, must be developed, reviewed, and approved through the same College curriculum and program development processes in accordance with policy IP 6210 Curriculum Development.

Distance learning courses must follow all college policies, regulations, and procedures relating to admissions, attendance, registration, audits, withdrawals, class size, credit hours, etc., and as outlined in the current College Catalog, as well as, are subject to the requirements as outlined in policy and regulation ITP and ITR 8100 Acceptable Use.

Courses taught through distance learning must follow the same class size requirements as published in the College's policy IP 6104 Minimum Class Size. Any exceptions require the approvals as outlined in the policy.

Only courses approved by the Chief Academic Officer each semester/session are offered through distance learning modalities. All courses offered through distance learning modalities are identified and published in the College's Course Schedule.

The college ensures faculty are qualified. Faculty teaching courses through distance learning adhere to the course load requirements and college obligations as set forth in regulation IR 6720 Faculty Workload as well as policy IP 6710 Faculty Rights and Responsibilities.

Faculty teaching courses through distance learning are evaluated according to the college's regulation IR 6715 Faculty Evaluation and Engagement and participate in the college's assessment and standardized student opinion of instruction processes.

Students enrolled in distance learning courses are afforded comparable student support and access to learning resources and services as compared to those offered to students in

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traditional courses. Distance learning students are subject to the same college policies and procedures as published for all students.

Distance learning students have the same rights and responsibilities as outlined in regulations SR 2610 Student Code of Conduct, SR 2740 Student Rights and Responsibilities and the college is committed to affording all students, including distance learning students, the opportunity for accessibility and due process during the student grievance process in accordance with regulations SR 2140 Student Appeals, SR 2620 Student Disciplinary Proceedings, and SR 2130 Student Grievance Procedures.

The Office of the Chief Academic Officer is charged with administering the provisions of all distance learning policies, regulations, and procedures.

Three Rivers College offers the following course types:

Traditional/Web-Enhanced:

Course with no or minimal online technology used and content is delivered in a traditional setting. The traditional course can have a web component for accessing syllabi, notes, PowerPoints, videos, etc. No replacement for face-to-face course time occurs.

Hybrid:

A hybrid course is a model of course design that combines traditional, face-to-face class time with online components for accessing or uploading course work. A course with 1 – 79% of the face-to-face component replaced with an online component is considered a hybrid course.

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Online:

An online course is a model of course design that may have limited face-to-face meetings; however, testing and other required face-to-face meetings can be provided in a traditional setting. A course with 80% or more of the content delivered online is considered to be an online course.

ITV (Interactive Television):

Interactive television (ITV) is the learning-teaching activities in the cognitive and/or psychomotor and affective domains of an individual learner and a supporting organization. It is characterized by synchronous communication from a sending location by the faculty member to appropriately equipped external locations allowing students the ability to receive and engage with the faculty member in what would otherwise be a face-to-face setting.

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DOCUMENT HISTORY:

06-21-2017: Initial approval of policy IP 6510 Distance Learning.