

1. Purpose

- 1.1. Distance Education at the Davis Technical College (College) is undertaken in accordance with all relevant institutional and accreditation policies and procedures. This document defines the roles, responsibilities, and requirements in establishing and managing Distance Education at the College.

2. References

- 2.1. Blended Course Orientation
- 2.2. College Assessment Policy
- 2.3. College Copyright Policy
- 2.4. College Course Development Policy
- 2.5. College Curriculum Development Policy
- 2.6. College Equipment and Media Resources Policy
- 2.7. College Program Development Policy
- 2.8. Council on Occupational Education Handbook of Accreditation

3. Definitions

- 3.1. **Council on Occupational Education** – The accrediting agency for the Davis Technical College. As articulated by its membership, the mission of the Council is “assuring quality and integrity in career and technical education.”
- 3.2. **Course** – Specific subject matter comprising all or part of a program for which instruction is offered within a specified time period.
- 3.3. **Credential** – A diploma, certificate, degree, or other official acknowledgement that a student has completed a program.
- 3.4. **Distance Education Delivery Methods** – Instructional methods in which instruction occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ audio, video, or computer technologies.

- 3.5. **Distance Education Courses** – Courses utilizing distance education delivery methods.
- 3.6. **Distance Education Programs** – Programs that make available 50% or more of their required instructional hours via distance education.
- 3.7. **Hybrid Programs** – Programs that make available 49% or less of their required instructional hours via distance education.
- 3.8. **Instruction** – Planned activities directed by an instructor for the purpose of enabling students to acquire specific knowledge, skills, and attitudes. Instruction may be provided through lectures, laboratory or clinical exercises, or planned Work-based Learning.
- 3.9. **Instructional Media** – Any print or non-print learning resources (e.g. books, manuals, periodicals, computer software, films, videotapes, audio tapes, slides, and others) and the equipment and services necessary to use them.
- 3.10. **Instructional Methods** – Methods used by an instructor to enable students to acquire specific knowledge, skills, and attitudes. Examples include, but are not limited to, lectures, questions, discussions, visuals, exercises, summaries, case studies, electronic simulation, demonstrations, practical hands-on exercises, and virtual reality sessions.
- 3.11. **Instructional Supplies** – Items needed for instruction.
- 3.12. **Learning Management System** – An internet based software application used to host learning content and to administer, document, track and report instruction. The College contracts with Instructure to provide and support the learning management system.
- 3.13. **Objectives of an Educational Program** – Statements that specify the knowledge, skills, and attitudes to be acquired by students through planned instructional activities.
- 3.14. **Program** – A combination of courses and related activities (i.e. laboratory activities and/or Work-based Learning) that lead to a credential and are offered to enable students to develop competencies required for a specific occupation.
- 3.15. **Traditional Programs** – Programs that require all coursework to be completed on campus.

4. Policy

- 4.1. The delivery of distance education programs will be consistent with the institution's mission, goals, and objectives.
- 4.2. Distance education will adhere to the standards outlined in the College Course Development Policy, College Assessment Policy, College Curriculum Development Policy, College Equipment and Media Resources Policy, College Assessment Policy, and College Copyright Policy.
- 4.3. Instructors who teach distance education or hybrid courses will attend training on the use of the learning management system and supplemental instructional software that is available.

- 4.4. For distance education or hybrid courses, curriculum content will be provided by the instructor to the Blended Learning Designer, who will create and maintain courses in the learning management system.
- 4.5. Curriculum will meet the Distance Education and Hybrid Curriculum Requirements included in the Curriculum Quality Checklist (in addition to regular curriculum requirements).
- 4.6. Course syllabi for distance education or hybrid courses will include reference to applicable College policies, instructor response time, and technical support contact information.
- 4.7. Instructors will meet with a student at the beginning of each course to orient them and clarify expectations. During this meeting, instructors will: advise the student of their office hours, verify and update the student's demographics in the Student Information System, and ensure the student understands which course activities must be completed in the classroom.
- 4.8. For distance education or hybrid courses, curriculum will indicate the location students are to complete each learning activity.
- 4.9. All assessment for distance education or hybrid courses will be password protected and done in the classroom.
- 4.10. Students enrolled in distance education or hybrid courses will meet with an instructor in person at least every two weeks for a progress review. Student participation and progress will be monitored by the learning management system and student information system and will be accessible to instructors. Items monitored include: student time online, frequency of logins, electronic footprints, electronic grade book, and course progress.
- 4.11. Students enrolled in hybrid courses will complete at least 50% of their program course work on campus.
- 4.12. Instructors will reply to all email communications and student questions within one business day. Instructors will grade all assignments and assessments, and notify students of their results, within five business days from the date of submission.
- 4.13. Technical support services will be provided to faculty and students through the Blended Learning Designer, the College Information Technology Department, and third-party contracted agencies which will ensure timely responses to synchronous and asynchronous delivery methods.