

Appendix A: Distance Education Procedures**I. Program and Course Development**

Selection of courses and programs to be offered via distance education is the purview of the offering academic division. The academic division shall provide oversight of programs and courses delivered via distance education to ensure that each is coherent and complete and has learning outcomes appropriate to the level and rigor of the course or program.

Faculty members shall develop syllabi for distance education courses consistent with Instructional design best practices (Quality Matters, for example). These standards address learning objectives and other strategies necessary for student success in distance education courses. The structure of distance education courses and programs reflects consideration of the challenges of time management and the risk of attrition for students in these courses. Course design takes into consideration the need for and importance of interaction between faculty and students and among students.

College faculty and students must observe all copyright laws within any course and within all course materials designated for use within all distance education programs.

II. Student Preparedness

COA verifies that students admitted to distance education programs and courses possess the knowledge to use the technology employed in the program by requiring them to pass an Introduction to our Learning Management System (LMS) for Students with a 90% or better.

Student opinion of instruction will be evaluated through an online evaluation administered through the Office of Institutional Research, Planning and Effectiveness. Each distance education academic degree program shall be assessed in the same manner and the same frequency as the division's assessment of academic programs offered on campus. The division's administrator shall review assessment results with assigned faculty and the departmental faculty to facilitate the continual enhancement of the division's distance education program.

III. Evaluation of Distance Education

The Evaluation of faculty members teaching through distance education shall be similar to the instruction evaluation procedures in effect for face-to-face courses with appropriate additions consistent with the delivery method, including use of COA's Peer Review Instrument. The College evaluates the effectiveness of its distance education programs and services, including assessment of student learning outcomes, student retention, and student satisfaction to ensure the comparability to campus-based programs. These assessments are systematic, broad-based, interrelated, and appropriate to the overall planning and evaluation of the entire institution.