



College of The Albemarle Procedure

Procedure Number: 4.2.11.1

Distance Education

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Title: Distance Education

Related Policy: 4.2.11 Distance Education

Division of Responsibility: Learning

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 Planning, Assessment and Research. 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.



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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.

A list of best practices for online courses is provided below.

IV. COA Standards for Online Learning

A. Course Overview & Introduction

1. The online syllabus is easy to navigate and follows a consistent format that introduces students to the course and its structure and states expectations for professional communications.
2. Faculty members introduce themselves.
3. Students introduce themselves to each other and to the instructor.
4. Minimum technology skills required by the student are clearly stated and resources for technology training are listed.
5. Prerequisite knowledge is clearly stated.

B. Learning Objectives

1. The learning objectives are clearly stated and describe measurable outcomes.
2. The learning objectives address content mastery and critical thinking ability.
3. Clear Instructions for achieving course objectives and learning outcomes are provided.

C. Assessment & Measurement



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1. Evaluation methods measure the achievement of course objectives and learning outcomes.
2. Course evaluation, grading methods and policies are clearly stated, provide feedback to the learner.

D. Resources & Materials

1. The course instructional materials, resources, and content are sufficient for the student to achieve learning outcomes.
2. Resources and course materials are accessible.

E. Learner Interaction

1. The course provides opportunities for interaction between the instructor and the student and among students.
2. Activities designed to generate student interaction align with course objectives and learning outcomes.
3. Clear standards are established for course interactions, instructor response time, and Instructor availability (turn-around time for email, grade posting, online office hours, etc.)

9/18/2023

Date Approved by President's

Leadership Team

9/18/2023

Date of Last Review

N/A

Date of Last Revision