

Distance Education Policy

Policy adopted by Senate, April 6, 2000; Revised April 7, 2009

Classes and Courses, Hybrid, and Distance Education

- 1.0** Distance education shall be defined as a formal educational process in which the primary instructional interaction occurs when student and instructor are not in the same physical location. Such instruction may be synchronous or asynchronous. Distance education may include audio, video, or computer technologies. A hybrid class shall be defined as any class in which 20% to 50% of scheduled class sessions are conducted by means in which student and instructor are not in the same physical location. Classes that exceed this 50% limit shall be considered distance education (DE) classes.
 - 2.0** The following guidelines shall apply to new hybrid education and distance education courses.
 - 2.1** Hybrid and distance education classes shall be offered following consultation with the department chair and relevant departmental bodies.
 - 2.2** Hybrid and distance education classes shall be so identified in the official schedule of classes, which shall notify students of any requirements for participation in synchronous class activities outside class session times indicated in the schedule.
 - 2.3** The class schedule shall notify students of any software and hardware required for participation in class meetings taking place when the student and instructor will not be in the same physical location.
 - 2.4** Ownership of materials, faculty compensation, copyright issues and the use of revenue derived from the creation and production of hybrid and distance education course, including software, or other media products shall be in accordance with the policy on Intellectual Property.
 - 2.5** Regardless of how they are offered, classes should be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes with other classes bearing the same department code, number, and course title. Courses offered via Distance Education shall meet all the standards set forth in the Curriculum Guide.
 - 2.6** Students enrolled in distance education courses shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.
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- 3.0** New Distance Education Programs
Programs in which fifty percent or more of the course work is delivered online shall meet the substantive change requirements related to distance education programs as established by the Western Association of Schools and Colleges (WASC).