

**NORTHERN NEW MEXICO COLLEGE  
ADMINISTRATIVE POLICY**

<b>Subject:</b>	Distance Education
<b>File Reference:</b>	1.19
<b>Date Approved by Board of Regents:</b>	September 18, 2008
<b>Replaces Policy Approved On:</b>	
<b>Purpose:</b>	Northern New Mexico College's Distance Education Policy is designed to guide the development, implementation, and assessment of distance education in ways that are consistent with the College's mission.
<b>Policy:</b>	Northern New Mexico College seeks to support opportunities that will respond to the increasing educational and training needs of the citizens in its service area. As Northern has always had a tradition of reaching beyond its walls to offer quality education and training experiences, distance education will increase access to the quality education provided by Northern.
<b>Assumptions:</b>	Distance education (DE) is defined as a formal educational process in which the majority of the instructional interaction occurs when student and instructor are not in the same place. Instruction may be synchronous (communication between instructor and students taking place simultaneously) or asynchronous (communication not taking place simultaneously). It may include correspondence, audio, video, or computer technologies.
<b>Guiding Principles:</b>	<ol style="list-style-type: none"> <li>1. The first principle of distance education at NNMC is that it must serve to extend, and be consistent with, our mission, "Providing accessible, affordable, community-based, quality learning opportunities that meet the educational, employment, and enrichment needs of our culturally diverse region."</li> <li>2. While the College prizes academic freedom and wishes to encourage innovation in instruction, the faculty also has a collective responsibility to ensure the academic quality and integrity of the College's courses, programs, and</li> </ol>

degrees. This responsibility extends to courses offered through distance education.

3. Faculty and students have a right to know the modes of delivery and technological requirements of each course, program, and degree offered by the College. Students shall have access to this information before enrolling in a course offered through DE.
4. Financial plans for program delivery and student participation as they concern distance education shall be pre-approved.
5. NNMC shall offer appropriate training and support services to faculty who teach distance education courses.

**Implementation:**

1. Curriculum and instruction
  - a. The appropriate Chairperson assumes responsibility for and exercises oversight over a DE-delivery course, and ensures both the rigor of the course and the quality of instruction. This includes:
    - i. The selection and evaluation of faculty, including formally approved adjunct and/or part-time faculty.
    - ii. Ensuring that the technology used suits the nature, goals, and learning outcomes of the course and the overall program.
    - iii. Ensuring the appropriateness of learning materials and activities of the DE-delivery course, including ADA compatibility.
    - iv. Ensuring the integrity of student work and the credibility of College credits.
  - b. In collaboration with the Librarian, the appropriate Chairperson shall provide evidence that:
    - i. Students have adequate access to the use of appropriate library resources in support of the DE-delivery course.
    - ii. Students have access to laboratories, facilities, and equipment appropriate to the DE-delivery course.
  - c. In collaboration with the Dean of Student Services and other appropriate departments, the appropriate Chairperson shall provide evidence that:
    - i. Students are provided adequate access to the range of student services appropriate to the course, including financial aid, academic advising, delivery of course materials, and placement and counseling.
    - ii. Students are provided with an adequate means

for resolving student complaints.

- iii. Technical advice is available to students to resolve hardware and software problems.
- d. It is the responsibility of the faculty to ensure that reasonable safeguards are in place to prevent academic dishonesty/plagiarism.
- e. No individual, division, program, or department shall enter into a contract with any private or public entity to deliver DE-delivery courses without the prior approval of the relevant department and the Provost.

2. Assessment

The College's instructor evaluation policies and procedures and academic assessment processes shall be used to determine the educational effectiveness of DE-delivery courses (including assessments of student learning outcomes, student retention, and student satisfaction). This process shall also be used to assure the conformity of DE-delivery courses to prevailing best practices in the field of distance education.

3. Workload and finances

The appropriate Chairperson shall ensure that:

- a. Faculty members are paid at the rate of compensation for the development and delivery of an asynchronous, online course that is contained in the Collective Bargaining Agreement.
- b. DE teaching workload credits are identical to regular teaching workload credits.
- c. The department has access to the equipment and technical expertise required to develop DE-delivery courses.
- d. DE-delivery course development has received resource approval prior to commencing operation.

4. Enrollment

The appropriate Chairperson shall ensure that:

- a. Enrollment in DE-delivery courses will be determined by the department chairperson. No student will be enrolled after a class has started without specific permission from the course instructor.

5. Copyright

The Provost shall ensure that:

- a. Ownership and copyright of DE materials developed under the auspices of, and remunerated by, the

College are held by the College.

- b. Ownership and copyright of DE materials developed independently by a faculty member shall be held by that individual. Utilization of revenue that may accrue from materials owned by a faculty member and used for instructional purposes by the College shall be agreed upon by that individual and NNMC prior to the initial offering of a DE-delivery course.