

NORTHERN NEW MEXICO COLLEGE
ADMINISTRATIVE POLICY

Subject: Distance Education
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Purpose: Northern New Mexico College's Distance Learning Education Policy is designed to guide the development, implementation, and assessment of distance education in ways that are consistent with the College's mission.

Policy: Northern New Mexico College seeks to support opportunities that will respond to the increasing education 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.

Assumptions: 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 email correspondence, interactive video technologies, lecture capture technologies, hybrid teaching formats streaming media formats, mobile educational applications, and computer technologies.

Guiding Principles: Distance education at NNMC 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."

The Distance Education Program serves as the college's main point of contact in all matters related to distance education. The DE staff will work in conjunction with the

academic/technical deans and faculty developing online courses incorporating the Quality Matters® rubric in all course design and assessment, faculty training programs to include but not limited to Learning Management System training (LMS); course development with the assistance of the college's instructional designer; and providing in conjunction with the Center for Teaching Excellence professional faculty training seminars.

The College supports academic freedom and encourages innovation in instruction. However, the faculty has a collective responsibility to ensure the academic quality and integrity of the College's courses, programs, and degrees. This responsibility extends to courses offered through distance education. Given the importance for assuring quality online courses and trained faculty the Distance Education Program will create a working timeline in conjunction with the academic/technical deans and Provost that will discuss in detail the steps necessary for submitting an online course request to their appropriate chairperson, working with the Distance Education department, to finalize and certify this course meets the standards set forth in this policy. [Appendix A]

The Distance Education Program will provide information on an annual basis regarding the educational technologies used by the college for delivery of designated distance education courses. This information will be posted on the Distance Education web page and made available to the registrar for inclusion in NNMC's Course Catalog.

Implementation: Responsible Parties: Curriculum and Instruction; Faculty; Librarian; Student/Academic Support Services; Distance Education; Instructional Designer; Center for Teaching and Instruction

- I. The appropriate Academic/Technical Dean or Chairperson will assume responsibility and oversight over a Distance Education course(s) within their department ensuring (a) the quality of the course, and (b) faculty have undergone proper educational technology training to teach online.
This includes:
 - i. The selection and evaluation of faculty, including formally approved adjunct and/or part-time faculty.

- ii. Ensuring that the educational technologies used in the course are appropriate and properly address course and student learning outcomes as stated in the college course catalog.
- iii. Ensuring the appropriateness of learning materials and course activities of the DE – delivered course meet ADA compatibility standards in conjunction with the Director of the Accessibility Resource Center.
- iv. Ensuring the integrity of online student work and the credibility of College credits.
- v. 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 computer/interactive video equipment and technical expertise required to develop DE-delivery courses.
- d. DE-delivery course development has received resource approval prior to commencing teaching the online course. Faculty identified as Distance Education providers must undergo specific professional

development training to teach online and must work with the Distance Education instructional designer to develop a time line for when the course will be officially adopted by the college (creation phase – pilot semester – QM Review process – adoption as a Distance Education.

e. Enrollment

The appropriate Chairperson shall ensure that: 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.

II. In collaboration with the College Librarian the appropriate Chairperson and assigned Distance Education faculty member shall provide evidence that:

Distance Education students have adequate access to the use of appropriate library resources in support of the DE-delivery course. Distance Education students have access to laboratories, facilities, and equipment appropriate to the DE-delivery course.

III. In collaboration with the Dean of Student Services and the Dean of Academic Support Services and other student support departments the appropriate Director/Chairperson/faculty member shall provide evidence that:

- i. Online students are provided adequate access to the range of student services appropriate to the course, including financial aid assistance, resolving student complaints, academic advising, delivery of course materials (access to the bookstore), and placement and career 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.

IV. Copyright

a. The Provost shall ensure that:

- i. Ownership and copyright of DE materials developed under the auspices of, and remunerated by, the College are held by the College.
- ii. 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.