

# FAC 615. Distance Learning

## Policy for distance learning courses:

Any course offered in a hybrid or online format where more than 60% of the traditional course for one or more students is delivered in an alternative synchronous or asynchronous, remote or online format requires approval by the Chief Academic Officer (CAO) or Education Policies Committee (EPC). Approval is not required if the online format is used as an accommodation related to the Americans with Disabilities Act (ADA).

A traditional course is defined as a normally in-person, face-to-face course. Time of an individual course is defined by Carnegie Unit of one hour per week, face-to-face for a one credit course.

## Process:

The professor or department wishing to offer a new or existing distance learning course shall submit an application including the below information to the CAO.

The CAO will route the application for approval through the following:

For a one time trial or situation, an individual course offering may be approved solely by CAO

For permanent individual course offerings and multi-course/program offerings, offerings shall be approved by the Education Policies Committee (EPC)

The application to offer distance learning must include the following information:

- Clear and concise explanation of what the distance learning will involve (courses, modalities, pedagogy,

instructor(s), etc.)

- Strategic justification for the request
- Qualifications of professor(s) to manage the type of distance learning or the development plan to gain the necessary skills
- Additional distance learning training that will be provided
- The estimated cost impact of the change
- The student identity verification protocol(s) that will be used
- What substantive interaction between student and professor will occur on a regularly scheduled and predictable basis appropriate to the course or program
- Assessment/evaluation plans and how (if at all) they differ from standard practice
- How student services will be made available
- What technology support will be needed for both the faculty and the students involved

### **Policy proposal-distance learning programs:**

Institutional Identity: Additionally any major/emphasis/program where more than 50% of the program is offered as distance learning would also require a review of the program as a McPherson College program review or proposal.