

Academic Affairs

2:16:00 Distance Learning (Academic Resources)

- A. In accordance with Tennessee Board of Regents (TBR) Policy No. 2:05:00:00 and Guideline A-020, Chattanooga State Community College recognizes opportunities for delivering quality education through the use of modern technology. The College encourages departments and divisions to take advantage of these opportunities in carrying out their program goals. In the implementation of instructional delivery there must be adequate controls to assure quality in instruction and management. Distance education is an established and effective method for extending educational opportunities. To provide the citizens of Tennessee with greater access to postsecondary education, the Board of Regents affirms the effectiveness of distance education, recommends the use and development of distance education technologies, and encourages institutions to take advantage of such opportunities in carrying out their individual missions.
- B. Definitions - The following are general definitions of terms used in this policy:
1. Distance Learning is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program".
 2. Distance learning does not include traditional classroom or laboratory courses that may use or require computers, audio visual aids, or other materials as part of or in support of education.
- C. Standards of Quality
1. Courses offered through distance learning must meet the same quality standards maintained in regular credit and non-credit instruction. Specifically, courses taught in this mode must meet quality standards set forth in college policies relative to course review and approval, faculty evaluation, student performance, teacher-student interaction, and support services.
 2. Faculty wishing to develop courses offered through Academic Resources should review the policies and procedures found on the Academic Resources Center [website](#).

3.

D. Training

1. Faculty wishing to teach courses offered through Academic Resources are required to complete online training and should review the policies and procedures found on the Academic Resources Center [website](#).

E. Records

1. No distinction shall be made between student credit hours generated through distance learning and those generated through on-campus instruction.

F. Teaching Load Equivalent

1. Distance learning courses count as part of a faculty member's regular teaching load. The amount of load is determined by the Vice President for Academic Affairs and the dean and department head and must be approved by the president. The Vice President for Academic Affairs in consultation with each department will determine appropriate class size for distance learning courses.

Signature

Date Approved