



## **Distance Learning Policy:**

*Approved By and Date:*

*Board of Trustees, 9-18-2017*

*Executive Leadership Team, 8-25-2017*

**Distance learning courses and programs shall meet the same high standards of quality as those offered on campus and at off-campus instructional sites. Kilgore College will offer distance learning courses and programs in accordance with:**

- **Applicable law;**
- **Policies and guidelines of the Southern Association of Colleges and Schools Commission on Colleges;**
- **Policies and guidelines of the Texas Higher Education Coordinating Board; and College policies and procedures.**

## **Distance Learning Procedures:**

*Approved By and Date:*

*Executive Leadership Team, 8-25-2017*

Definitions:

1. Distance learning shall be defined as a formal educational delivery process that allows for students and instructors to be in different physical locations for 50% or more of the instructional time.
2. A distance learning course shall be defined as a course in which 50% or more of the instruction occurs when the student and instructor are not in the same physical location. Two categories of distance learning include:
  - Fully distance learning course – a course that may have mandatory face-to-face sessions totaling no more than 15% of the instructional time. Examples of face-to-face sessions may include orientation, laboratory, exam review, and in-person exams.
  - Hybrid/Blended course – a course in which at least 50% but no more than 85% of the planned instruction occurs when the student and instructor are not in the same place.
3. A distance learning degree or certificate program shall be defined as a program in which a student may complete 50% or more of the required credit hours through distance learning courses.

## Procedures:

In order to ensure that distance learning courses programs meet the same high standards of quality as those offered on campus and at off-campus instructional sites, the vice president of instruction, in collaboration with the director of distance learning and faculty, will:

1. Provide approval, coordination, delivery, and evaluation of courses and programs;
2. Implement and manage effective instructional technology and related resources to facilitate delivery of courses and programs;
3. Ensure all courses and programs are comparable and meet the quality standards applicable to on-site courses and programs;
4. Provide faculty members with ongoing technical and pedagogical training and with support services that are appropriate and specific to distance learning;
5. Ensure that students enrolled in distance learning courses are provided appropriate academic services, student services, and technical support; and
6. Provide distance learning students with an adequate procedure for resolving complaints.
7. Assess and evaluate instruction, courses, programs and student learning outcomes in accordance with the College's ongoing institutional effectiveness practices.