

DISTANCE EDUCATION QUALITY ASSURANCE PLAN

Mission of Distance Education.

1. Provide quality courses required by students for the completion of a program of study.
2. Increase student access to courses without faculty, time or location constraints.
3. Maximize use of specialized expertise of faculty and staff.
4. Maximize use of technology available for cost-effective instruction.
5. Increase college enrollment by meeting instructional needs of students.

Distance Education Course Evaluation

1. The Quality Assurance Evaluation form should be completed by the supervisor before a distance education course is offered for the first time.
2. Existing distance education courses should also be reviewed and re-evaluated every three years using the Quality Assurance Evaluation form.
3. Students taking a distance education course shall be provided the opportunity to evaluate the course by completing the Distance Education Course Evaluation Survey during the semester.
4. Students taking a distance education course shall be provided the opportunity to evaluate the instructor by completing the Distance Education Faculty Evaluation Survey during the Fall or Spring semester.
5. Faculty teaching distance education should annually complete the Distance Learning Faculty Survey.

Distance Education Faculty Requirements

1. Plan and develop course prior to delivery.
2. Schedule planning, training and practice sessions with Instructional Services personnel.
3. Prepare detailed syllabus including expected outcomes and assessment methods.
4. Develop content, learning activities, materials and assessments for the course.
5. Plan for faculty/student interaction (e.g., involvement of students).
6. Attend appropriate professional development opportunities.
7. Have course evaluated by administration to assure quality before the class is offered to students.
8. Evaluate course and plan for revisions as needed.

Distance Education Faculty Responsibilities

1. Develop course by preparing materials or selecting appropriate course materials from sources outside the College.
2. Select delivery method.
3. Ensure academic integrity of the course and provide positive and effective learning experiences.
4. Participate in College's professional development distance learning activities.
5. Administer the course including:
 - a. Evaluate student assignments and exams.
 - b. Accurately maintain student records.
 - c. Provide timely feedback to students.

- d. Monitor student progress.
 - e. Respond to student inquiries.
 - f. Coordinate activities with Instructional Services staff.
6. Evaluate course content and delivery method to ensure that academic rigor and student learning in programs or courses delivered by distance education are comparable to or exceed other programs or courses offered on campus through traditional delivery.

Instructional Support for Distance Education

1. Inform divisions of courses availability.
2. Facilitate implementation of courses through synchronous and/or asynchronous delivery (e.g., instructional design, equipment, production services, training).
3. Schedule classes via VHCC class schedule, Distance Education webpage, VDEN and/or VCCSOnline.
4. Provide technical assistance in development and presentation of course.
5. Provide training on use of selected technologies and appropriate teaching strategies and activities.
6. Provide access to learning resources required by classes through VHCC library, purchases, rentals, or cooperative agreements with other agencies, colleges or commercial vendors.
7. Assist in evaluation of distance education course technology and instruction.

Administration Responsibilities for Distance Education

1. Provide appropriate financial support for distance education including faculty incentives, equipment and technical assistance. For example, faculty members may receive a .5 overload workload credit for each new distance learning course which they develop.
2. Ensure appropriate marketing, student services, assessment and course integrity.
3. Evaluate program and course effectiveness, student learning, and faculty satisfaction and training.
4. Evaluate efforts annually and make appropriate changes for improvement.