

**POLICY & PROCEDURES MEMORANDUM**

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| <b>TITLE:</b>          | <b>DISTANCE<br/>LEARNING</b>                                  |
| <b>EFFECTIVE DATE:</b> | <b>May 15, 2014</b>   |
| <b>CANCELLATION:</b>   | AA-1513.1 (7/1/03); AA-1452.1<br>(7/1/03); AA-1453.1 (7/1/03) |
| <b>CATEGORY:</b>       | Academic (AA)   |

**Policy Statement**

In accordance with [Louisiana Community and Technical College System Policy \(LCTCS\) 3.001, Electronic Learning Policy Statements](#), Delgado strives to offer quality programs and courses delivered by electronic means. Adhering to the established principles set forth by the Louisiana Board of Regents, the College utilizes distance learning to increase student access to learning opportunities; enhance the abilities of the college to respond to learner needs; respond to workforce development needs; assure quality of instruction to place- and time-bound students; provide cost-effective service through cooperative and collaborative development and delivery; and reduce the unnecessary duplication of existing programs and courses. The College abides by the requirements and guidelines of the [Louisiana Board of Regents Policy 2.12, Delivery of Degree Programs through Distance Learning](#) and [LCTCS E-Learning Policies](#) to ensure quality instruction and effective management of distance learning offerings.

Distance learning is defined as the formal educational process for any credit-bearing course developed or offered by the College in which the majority of instruction occurs when there is physical separation of the teacher and learner and when communication and instruction take place through, or are supported by, any technological means. Courses offered through distance learning must meet the same requirements and quality standards as those established for credit coursework offered through traditional means. These include, but are not limited to, policies and procedural requirements related to curriculum and program development, review and approval, faculty course load, faculty evaluation and improvement of instruction, student performance, student opinion/evaluation of instruction, teacher-student interaction, and student support services. To ensure quality standards, the following applies for courses offered through distance learning:

- Distance learning courses offered for credit or audit must originate from and reside under the control of the academic unit (academic division) that has responsibility for traditional sections of courses with similar content.

- The content of existing courses taught through distance learning must be consistent with the Master Syllabus for the existing traditional course, in accordance with the College's [Master Syllabus](#) policy. In addition, any courses being considered for distance learning formats must be initiated through the Dean of the academic division.
- All new courses and programs regardless of their delivery means must be developed, reviewed and approved through the same curriculum and program development process in accordance with [The College Curriculum](#) policy.
- Distance learning courses must follow all standard College policies and procedures relating to admissions, attendance, registration, audits, withdrawals, class size, credit hours, etc., as outlined in the current *College Catalog*, and are subject to the requirements as outlined in the College's [Information Technology Security](#) policy.
- Courses taught through distance learning must follow the same class size requirements as published in the College's [Minimum Class Size](#) policy, and accordingly any exceptions require the approvals as outlined in the policy.
- Only courses that have been approved by the appropriate academic division dean each semester/session are offered through distance learning; all courses offered through distance learning are identified as such and published in the College's Course Schedule.
- The College ensures faculty are qualified and sufficiently trained to develop, design, and teach courses through distance learning, in accordance with the College's [Professional and Educational Requirements for Faculty](#) policy. Faculty teaching courses through distance learning adhere to the course load requirements and College obligations as set forth in the College's [Workload Requirements for Faculty](#) policy.
- All faculty teaching courses through distance learning are evaluated according to the College's [Faculty Evaluation and Improvement of Instruction](#) policy, and all distance learning faculty and courses participate in the College's standardized student opinion of instruction process.
- Students enrolled in distance learning courses are afforded comparable student support and access to learning resources and services as those provided to students in traditional courses. Distance learning students are subject to the same College policies and procedures as published for all students.
- Distance learning students have the same rights and responsibilities as outlined in the [Student Judicial Code](#), and the College is committed to affording all students, including distance learning students, the opportunity for accessibility and due process during the student grievance process in accordance with the College's [Student Grievance Procedures](#).

Specific policies and procedures pertaining to distance learning are reviewed by the College's Academic Affairs Council and are implemented upon approval of the Vice Chancellor for Academic Affairs. The Office of Distance Learning and Instructional Technology is charged with administering the provisions of all distance learning policies and procedures. The Distance Learning and Technology Council provides guidance and support for distance learning faculty through the ongoing development and publication of comprehensive guidelines and best practices on the College's website.

## **Cancellation**

This policy and procedures memorandum cancels Delgado Policy and Procedures Memoranda AA-1513.1 *Distance Learning*, dated July 1, 2003; AA-1452.1, *Interactive Television Teaching (ITT) Courses*, dated July 1, 2003; and AA-1453.1, *On-Line/ Internet-Based Courses*, dated July 1, 2003.

### *Policy Reference:*

[Louisiana Board of Regents Policy 2.12, Delivery of Degree Programs through Distance Learning](#)

[Louisiana Community and Technical College System Policy #3.001, Electronic Learning Policy Statements](#)

Louisiana Technical and Community College System [E-Learning Policies](#)

Delgado Policy and Procedures Memorandum, [Master Syllabus](#)

Delgado Policy and Procedures Memorandum, [The College Curriculum](#)

Delgado Policy and Procedures Memorandum, [Information Technology Security](#)

Delgado Policy and Procedures Memorandum, [Minimum Class Size](#)

Delgado Policy and Procedures Memorandum, [Professional and Educational Requirements for Faculty](#)

Delgado Policy and Procedures Memorandum, [Workload Requirements for Faculty](#)

Delgado Policy and Procedures Memorandum, [Faculty Evaluation and Improvement of Instruction](#)

Delgado Policy and Procedures Memorandum, [Student Judicial Code](#)

Delgado Policy and Procedures Memorandum, [Student Grievance Procedures](#)

### *Review Process:*

Ad Hoc Committee on Distance Learning Policies 5/5/14

Distance Learning and Instructional Technology Council 5/6/14

Academic Affairs Council 5/8/14

College Council 5/15/14

### *Distribution:*

Distributed Electronically Via College's Website