

CTC Procedure: Distance Education

Purpose

The purpose of the Columbus Technical College (CTC) Distance Education Procedure is to provide operational guidance for the provision, monitoring, and assessment of high-quality learning opportunities to students from anywhere that they have access to the internet.

Distance Education Courses

Distance education courses are developed and evaluated based on the CTC Procedure: Development, Approval, and Quality Assurance for Distance Education.

Faculty Training

The faculty training for distance education incorporates modes of delivery; developing and building of courses; use of approved courseware; evaluating distance education instruction; and updating distance education courses using the latest technology, software, etc.

Library and Other Learning Resources

CTC provides students enrolled in distance education courses with access to the same/equivalent learning resources as on-campus students. Students have access to tutoring, on-campus library collections, and virtual databases including GALILEO and course-specific resources accessible through CTC's website, GVTC's learning management system (LMS), and distance education courses.

Student Affairs

CTC provides distance education students with the same student affairs information that is provided to on-campus students via CTC's website and LMS.

Evaluation of Instructional Results

Distance education instructional results are collected and evaluated based on the CTC Procedure: Development, Approval, and Quality Assurance for Distance Education. During delivery of the course, the appropriate Dean for Academic Affairs uses the Online Faculty Evaluation and the results of the Student Evaluation of Instructor/Instruction in determining instructional strengths and weaknesses and in establishing improvement plans if needed. The results of the Online Faculty Evaluation and the Student Evaluation of Instructor/Instruction are sent to the instructor for review. The instructor is responsible for implementing the improvement plan if one is necessary, and the appropriate Dean for Academic Affairs is responsible for the follow-up review. If an improvement plan is needed, the Dean for Academic Affairs provides a copy to the Director of Distance Learning so that assistance can be provided to the instructor as needed to facilitate the desired improvement(s). Additionally, the Director of Distance Learning uses the results of the Student Satisfaction Survey (online section), as well as course completion and pass rate statistics to monitor online student success and satisfaction with College services and programs. The Director of Distance Learning uses these results in planning for overall improvement in the online delivery of courses. Also, Student Learning Outcome (SLO) data is

collected and evaluated in accordance with the CTC Procedure: Institutional Effectiveness. The SLOs in online courses are the same as those in traditional courses.

Admission and Graduation Requirements

Students enrolled in distance education courses meet the same requirements for admission and degree/diploma/TCC completion as students enrolled in campus-based programs. The curriculum of each program is the same regardless of course delivery mode. The instructional content and academic credit of distance education courses are equivalent to that of corresponding on-campus courses.

Grading and Transcripts

Procedures for academic and work ethics grading and transcripts are the same for distance education courses as for on-campus courses. There is no notation on the transcript that identifies a course as delivered via distance education.

Student Privacy

The College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and supports the right of students to inspect and review their educational records as published in the student handbook section of the College Catalog and Student Handbook. To ensure the confidentiality and integrity of its student records, no student's educational records are released to anyone, except certain organizations stipulated by FERPA regulations, without the written consent of the student (FERPA Authorization Form and Transcript Release Form). In addition, under terms of the Act, the College classifies certain items of students' records as directory information. These items may be released to any third party at the discretion of Columbus Technical College. Any student who objects to the release of directory information may file a Student Request to Restrict Directory Information Form with the Office of the Registrar.

Secure Login

Faculty and staff inform students of the secure login method via the CTC website, new student orientation, and the Learning Management System (LMS). Faculty and staff provide the login requirements and instruct students not to share their login and password information with others.

Online Courses Backup

Backups of the LMS data are stored and managed by Georgia Virtual Technical Connection (GVTC) staff in accordance with their disaster recovery procedures. GVTC staff maintains an archive of the courses in the LMS for three years past the end of the term in which the courses end.

Third-Party Software

The Distance Learning Department collects and reviews vendor statements for the security of student personal information from third-party providers and ensures that all third-party software/sites used by instructors follow at a minimum the same minimum standards set forth by TCSG Data Security procedures.

Graded Materials, Grade Books, and Student Learning Outcomes

All course materials required to verify grades and student performance towards standards that are necessary for accreditation purposes are collected and maintained by program faculty in accordance with TCSG records retention and security policies/procedures, specific program accreditation requirements, and CTC procedures.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

References

CTC Procedure: Development, Approval, and Quality Assurance for Distance Education

CTC Procedure: Institutional Effectiveness

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