

CPTC Procedure: Distance Education

The purpose of distance education at Coastal Pines Technical College (CPTC) is to provide our students the opportunity to access quality instruction anytime, anywhere. Distance education is defined as providing access to learning when students are not physically present in a traditional classroom setting. CPTC desires to create and provide access to learning when the source of information and the learners are separated by time and/or distance.

Faculty Qualifications

All full-time and part-time faculty teaching distance education courses must meet the same criteria for academic and professional preparation as those teaching courses delivered in traditional modes. Faculty are given the opportunity and encouraged to develop courses for electronic delivery with the approval and guidance of the Dean for Academic Affairs; however, participation in distance learning activities by faculty must occur on a voluntary basis. Selection of faculty for distance learning delivery takes into consideration their personal interest in instructional innovation, demonstrated ability to adapt instruction to non-traditional or innovative delivery, and their successful record of teaching in the traditional mode, verified through student and supervisory evaluations. All full-time instructors will be trained in the development and delivery of distance education courses and encouraged to convert at least one course in their program from traditional delivery mode to a distance education course if practical.

Criteria for Selection of Distance Learning Courses/Programs

Prior to distance learning course/program development, faculty must obtain the approval of their Dean by addressing the following areas regarding the online or hybrid course they wish to offer:

- Rationale for selection of course/program (demand for the course/program, enrollment projections, etc.); and
- Special hardware/software needs or requirements.

After the supervising Dean and the Vice President for Academic Affairs grant final approval to develop a distance learning course or convert a traditional course to an online format, the faculty member forwards the course to the Coordinator of Distance Education.

Coastal Pines Technical College does not offer correspondence education.

Faculty Orientation/Staff Development

Faculty training is the key to a successful distance education training class. The training class for delivery of distance education incorporates training about the modes of delivery; developing, building, effectively delivering, and evaluating distance education instruction; and updating distance education courses using the latest technology, software, etc.

Faculty may complete the required training class through a variety of methods:

- Online Training
- CPTC Training offered through the Office of Distance Education
- Georgia Virtual Technical Connection Training

Faculty are required to complete the mandatory distance education training prior to the development of a distance education course or prior to instructing a course through distance delivery.

Compensation

Faculty who choose to develop or adapt a course for electronic delivery may be compensated for their efforts with prior approval in one of the following ways:

- Full-Time Faculty: A one-course reduction in teaching load during the preparation semester equal to the credit/contact hours of the course being delivered.
- Adjunct Faculty: Remuneration in the amount equal to the addendum rate of pay for a one-course (of equivalent credit/contact hours) teaching assignment.

All courses should be developed and approved before being offered.

Distance education courses taught by full time faculty are calculated as a part of the faculty members' teaching load and no additional compensation is necessary.

Adjunct instructors are considered part-time employees and are paid from the CPTC adjunct faculty schedule with consideration also given to work experience, academic and occupational credentials, demand, work load, demonstrated competence, or other job-related qualifications.

Adjunct instructors who contract to teach distance education courses are paid 100% of their respective agreed upon hourly rate multiplied by the contact hours noted in the course standards, if 10 or more students are enrolled in the class. If recommended by the supervising Dean and approved by the Vice President for Academic Affairs, a course with fewer than 10 students enrolled may be taught with the instructor's pay being prorated at 10% of the hourly rate per student fewer than 10. (i.e. 7 students – 70% pay).

Teaching Load and Distance Class Size

Distance education classes are treated the same as traditional classes in determining the faculty load. Faculty will allot appropriate time for distance education classes on their schedule. Full-time faculty members are required to be on campus for distance education classes. Adjunct faculty are not required to be on campus for online classes.

The maximum enrollment of a distance education course should not exceed 25 students. The Vice President for Academic Affairs must approve a variation in the class size above these limits.

Verification of Student Identity

CPTC must demonstrate the student who registers in a distance education course or program is the same student who participates in, completes the course or program, and receives the credit by verifying the identity of a student who participates in the class or coursework as follows:

- A secure login and password; and
- By requiring the completion of a minimum of one proctored examination or assignment in each online course.

Intellectual Property

The College's procedure regarding Intellectual Property may be found in the Intellectual Procedure.

Library and Other Learning Resources

The unique nature of distance education learning and web-based course delivery presents significant challenges to traditional instructional methodology. Nonetheless, adequate

access to learning resources must be provided to students who elect to take courses through distance education. The software currently in use at Georgia Virtual Technical Connection and Coastal Pines Technical College (Blackboard®) provides access to resources related to the distance education course. In addition to on-campus library collections, hyperlinks to the Library website and catalog, GALILEO (also known as OpenAthens), and an online library orientation are implemented into the LMS used by Coastal Pines Technical College. The Georgia Library Learning On-line (GALILEO or OpenAthens) database collection includes a variety of electronic resources, such as full-text scholarly journals, trade publications, electronic books, and streaming videos, to support all program areas. To supplement access to electronic resources, a cooperative borrowing agreement among TCSG libraries allows students enrolled at Coastal Pines Technical College to borrow library materials from any other TCSG institution. The CPTC Library will also arrange for the delivery of circulating print materials in its collection by mail to a distance-learning student who is unable to visit a CPTC Library branch in person.

Student Affairs

GVTC, the parent organization for Georgia's technical colleges offering distance education, provides information about each member of the colleges' Student Affairs department. GVTC provides student support service and the College's Office of Distance Education has access to the emergency ticket system on a 24/7 basis. The College Office of Distance Education is alerted of emergencies in the ticket system via automatically generated email message. Additionally, GVTC maintains a current listing located at <https://gvtc.tcsq.edu/>, which is provided to students should they need to contact the college offering the distance education course. Students may register for on-line courses at the sponsoring college or through GVTC.

GVTC maintains a web site that provides application for admission, course offerings by college, a self-assessment to determine if the student is a good candidate to participate in distance learning, and a listing of the minimum requirements for participating in web-based/distance learning. Students are encouraged to visit the GVTC web site to complete the self-assessment prior to being considered a candidate for a distance education course. GVTC also provides a link to each college so that students may receive additional information, which is not available at the GVTC web site.

CPTC does not distinguish between online and campus students. All students equally receive and are equally informed of services available to them through a variety of communication avenues. Announcements regarding college services are made each term through CPTC student email, the College's website and the College's social media resource.

CPTC distance education students are informed of the course communication guidelines in the course syllabus. The College's website also contains information that is available to the public regarding admissions, academic calendar, financial aid, tuition and fees, support services, articulation agreements, student organizations, career services, tutoring services, retention support services and the College's student handbook.

Evaluation of Instructional Results

Faculty teaching a distance education course must evaluate the course for effectiveness of communication with students, attrition rates and grade distributions, student learning outcomes and compare the results with those in traditional on-campus sections of the same course and with all courses taught. When significant discrepancies are found between electronic and traditional on-campus modes of instruction, faculty must investigate further, take corrective

action, assess the modifications, and document the changes. Evaluation results and a corrective action plan must be developed, reviewed, and implemented.

Students are able to evaluate distance education courses to assess the usefulness of orientation, quality and appropriateness of instructional content and support materials, availability and responsiveness of faculty, and the clarity of course requirements and deadlines. Evaluation instruments must include items related to the effectiveness of the delivery mode.

Admission and Graduation Requirements

Students enrolled in distance education courses must meet the same requirements for admission and degree/diploma/technical certificate of credit completion as students enrolled in campus-based programs. The curriculum of each program must be the same regardless of course delivery mode. The instructional content and academic credit of distance education courses must be 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 traditional on-campus courses. Courses delivered via online technology are not specifically identified on transcripts.

Responsibility

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

Adopted: April 28, 2014

Reviewed: November 15, 2021