Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of information technology.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the classroom instruction in a course, or an entire section of a course, is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification

When approving distance education courses, the Courses and Program Committee will certify the following:

A. Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

B. Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Courses and Programs Committee approval procedures.

C. Instructor Contact: Each course that is designed to be delivered through distance education contains a description of appropriate means to ensure regular effective contact between instructor and students.

D. Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.