Pine Technical College

Policy and Procedure

Policy Number: 244
Date: August 27, 2012
Revision Date:
Division/Department: Academic Affairs and Student Affairs
Author(s): Joan Bloemendaal-Gruett, Paula Hoffman, Krista Hoekstra, Stacey Foster

Subject: Distance Education

Authorities: Higher Learning Commission/Federal Compliance Policy

Purpose: The role of distance learning at Pine Technical College (PTC) is one that is connected to the mission of the College, and involves providing access to quality educational opportunities that extend beyond the campus walls. This policy establishes policies for distance learning coursework.

Distance education/course means education that uses one or more of the following technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include the internet, one way and two way transmissions through open broadcast, closed-circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio-conferencing; or videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed.

Policy: Pine Technical College will ensure comparability of distance education courses and programs to campus-based programs.

Procedures: For Distance Education
- All current policies that apply to on-campus or "traditional" education will apply unless otherwise specified.
- The technology used will be appropriate to the nature and objectives of the programs and courses; expectations concerning the use of such technology will be clearly communicated to students.
- Student services and instructional materials essential to distance education must be made available and accessible to all students.
- To ensure that the student who registers in the distance education courses or programs is the same student who participates in and completes and receives the academic credit, PTC will make use of a variety of methods, including but not limited to secure login and pass code; proctored examinations; new or other technologies and practices that are effective in verifying the identity of students. In addition, these processes will assure the security of personal information is protected in the conduct of assessments and

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evaluations and in the dissemination of results. For online and hybrid courses, PTC utilizes Desire2Learn—the identified MnSCU Learning Management System which requires secure login and pass code.

- Decisions to offer courses or programs through distance education will reflect student needs and availability of resources. If a degree program is designed to be offered entirely by distance education, the enrolled student must be able to satisfy all requirements of that degree program.
- Faculty providing distance education will maintain the same high standards for all courses, regardless of delivery method, and will ensure that distance education instruction is comparable in quality and content to the corresponding traditional on-campus instruction. The methods by which distance education courses are delivered and their content will be regularly assessed.
- Faculty who teach through distance education technologies are responsible for acquiring sufficient technical skills to present their subject matter and related material effectively, and as necessary, for consulting with technical support personnel.
- Faculty who offer distance education should be available to interact individually with their students in person, via email, telephone, over ITV, or through other technology accessible to both students and faculty.
- Credit hours granted for courses delivered through distance education will be the equivalent to the credit hours for the same courses delivered traditionally (for further information, refer to Policy 243 Credit Hours and Program Length).

Responsibilities: Responsibilities are assigned according to the procedures established above.

Dissemination: Each Division Chair will be responsible for disseminating the policy to Program Faculty in his/her division. Copies will be posted on the Pine Technical College website.

Reviewed by Campus Roundtable: August 27, 2012

Reviewed by Faculty Shared Governance: September 5, 2012

Reviewed by Managers Meeting: (Insert name of person/group that did the review and the date)

Approved: September 5, 2012

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Robert Musgrove, Ph.D., President   date

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