

## Board of Trustees of the Nebraska State Colleges

### ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

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**ACTION:** **First Round Approval of Revisions to Board Policy 4730;  
Delivery of Distance Education Courses**

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The revisions to Board Policy 4730 include the removal of reporting requirements, as information related to distance education is already embedded in Instructional Load and Enrollment reports. The Higher Learning Commission (HLC) definition of distance education was added, as well as definitions for the various modalities that align with distance education. The standards and conditions were updated to include language related to the design and delivery of courses offered via distance education and expectations for faculty instructional effectiveness. Language was also modified related to student identity verification to reference the federal policy currently in effect.

The System Office recommends approval of the Revisions to Board Policy 4730; Delivery of Distance Education Courses.

#### **ATTACHMENTS:**

- Revisions to Board Policy 4730 Delivery of Distance Education Courses (PDF)

## ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

### POLICY: 4730 Design and Delivery of Distance Education Courses Page 1 of 24

#### BOARD POLICY

This policy is designed to encourage the development and use of distance education courses for educational purposes, where appropriate, while ensuring a level of quality equivalent to that of regular on-campus ~~courses~~ ~~with~~ ~~instruction~~.

The Chancellor will encourage, facilitate and coordinate ~~the~~ distance education activities of the Nebraska State Colleges by reviewing plans, monitoring progress, and evaluating results as specified under the current policy.

Per the Higher Learning Commission, distance education is defined as education that uses one or more 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, either synchronously or asynchronously.

#### ~~PROCEDURE~~ COURSE MODALITIES

1. **On-Campus Course:** Instruction is primarily delivered in an onsite, face-to-face setting with both instructor and students together in the same place at the same time for scheduled class meetings. Course may include Internet enhancements.
  2. **Online Course:** Instruction is primarily delivered online via the Internet, where at least 75% of the instruction and interactions occurs via electronic communication or equivalent mechanisms, with faculty and students physically separated from each other. Instruction may be offered synchronously or asynchronously.
  3. **Hybrid Course:** Instruction is offered to all students via dual modalities of on-campus and online. One or more face-to-face class meetings are required in addition to participating in online instructional activities. No more than 75% of overall instruction for the course is delivered online via the Internet.
  4. **Blended Course:** Instruction is simultaneously delivered to two separately registered groups of students enrolled in the same course at one specific College: online students and students who receive instruction face to face in the classroom. In a blended course, there are students physically attending in the classroom as well as students attending via the Internet from one or more remote locations. Students attending remotely receive instruction synchronously (or through a recording of that particular live session) with the students in the classroom during set class meeting times. A blended course has a single syllabus and a common set of assignments, schedule, and curriculum.
- ~~1. An annual Online Programs Report pertaining to the preceding twelve months shall be filed by each institution with the Chancellor for review at the October or November Board meeting. The Chancellor shall provide guidelines for the format and content of this report.~~
  - ~~2. Any institution that intends to obtain, purchase or lease telecommunications transmission equipment, or seeks to plan and enter into consortial relationships with other organizations and agencies that would provide access to telecommunications transmission that would alter its capacity to deliver or extend the range of its delivery equipment, must receive approval of the Board.~~

#### ~~Standards and Conditions~~ STANDARDS AND CONDITIONS

1. Courses offered via distance education may be designed and delivered differently than on-campus courses, following best practices for instruction, engagement, and assessment of students using this modality. Course outcomes for distance education courses must be equivalent to those established for on-campus courses.
2. Instructors assigned to courses offered via distance education must complete training specific to the modality and demonstrate continued effectiveness in using distance education to deliver instruction.

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- ~~1.3.~~ Instructors responsible for ~~credit~~ courses offered ~~viathrough~~ distance education must ~~be faculty members or must~~ meet the standards and procedures used by the ~~Collegeinstitution~~ for the appointment of faculty responsible for on-campus ~~resident credit~~ courses. Provision must be made for the review and approval of faculty ~~credentials~~ by the appropriate administrator in the field(s) affected.
- ~~42.~~ Procedures for evaluation of faculty responsible for ~~credit~~ courses offered ~~viathrough~~ distance education must be equivalent to those used by the ~~Collegeinstitution~~ for the evaluation of faculty teaching ~~on-campusresident credit~~ courses.
- ~~53.~~ Procedures for the evaluation of ~~the organization and content of~~ courses offered ~~viathrough~~ distance education must be equivalent to those used for ~~on-campus coursesresident instruction~~.
- ~~64.~~ Each course offered ~~viathrough~~ distance education must include procedures for monitoring and assessing student performance. Those procedures, such as written exercises, papers, and examinations, must be equivalent to those used in comparable ~~on-campusresident~~ courses. Standards for success or failure in distance education courses must be as rigorous as those for ~~on-campusresident credit~~ courses.
- ~~75.~~ The ~~Ce~~olleges have the responsibility to ~~verify the identity of students who participate in courses or programs provided through distance education, as required by Federal Policy FDCR.A.10.050. ensure that the student who registers in a distance education course is the same student who participates in and completes the course and receives the academic credit. The Chief Academic Officer at each college will establish a distance learning assessment policy that may include a substantial culminating experience that is proctored. (See Board Policy 4220).~~
- ~~86.~~ Each instructor of record in a course offered ~~viathrough~~ distance education must provide timely feedback to students regarding their progress and performance by methods equivalent to those used in ~~on-campusresident credit~~ courses.
- ~~97.~~ Students enrolled in distance education courses must be provided with academic support services appropriate to the ~~programdiscipline~~.

Policy Adopted: 6/5/93  
Policy Revised: 6/2/06  
Policy Revised: 3/26/10  
Policy Revised: 11/15/13  
Policy Revised: \_\_\_\_\_