



TVCC Distance Education Policy

Mission Statement

Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, and community service programs to meet the educational needs of our students and the citizens of our service area. The TVCC Department of Distance Education is committed to advancing the quality of our online education to meet the standards of our courses delivered in a traditional, face-to-face manner or in a “hybrid” setting.

Definition (EBB Legal 19 TAC 4.103(9))-

A distance education course refers to instruction in which the majority of the instruction occurs when the students and instructor are not in the same physical setting. A class is considered a distance education class if students receive more than one-half of the instruction at a different location than the instructor. Instruction may be synchronous or asynchronous, delivered to any single or multiple location(s) through electronic, correspondence, or other means.

“Hybrid” courses combine the best elements of traditional face-to-face instruction along with the best of online instruction. Most courses only meet once a week in person, with the remainder of instruction occurring online.

Standards and Criteria (EBB Legal)-

- Instruction shall meet the quality standards applicable to on-campus instruction.
- Students shall satisfy the same requirements for admission to the College, to the program of which the course is a part, and to the class/section itself, as are required of on-campus students. Students in programs to be offered collaboratively must meet the admission standards of their home institutions.
- Faculty shall be selected and evaluated by the same standards, review, and approval procedures used by the institution to select and evaluate faculty responsible for on-campus instruction. College Districts shall provide training and support to enhance the added skills required of faculty teaching classes through electronic means.
- The instructor of record shall bear responsibility for the delivery of instruction and for evaluation of student progress.
- All instruction shall be administered by the same entity administering the corresponding on-campus instruction. The supervision, monitoring, and evaluation processes for instructors shall be comparable to those for on-campus instruction.
- Students shall be provided academic support services, including academic advising, counseling, library and other learning resources, and financial aid, appropriate for distance-education and off-campus learners.



TVCC Distance Education Policy

Responsibility for Quality

The Vice President of Instruction is responsible for assuring the quality of all Trinity Valley Community College distance learning courses with assistance from the Associate Vice President for Academic Affairs, the Associate Vice President for Workforce Education, and the Director of Distance Education. The Provosts and Division Chairs are responsible for the quality of distance learning courses within their respective campuses and schools.

Technology Plan

Trinity Valley Community College's office of Information Technology will maintain a comprehensive, viable technology plan that will ensure appropriate support for all distance learning courses and related support services.

Faculty Qualifications and Development

The same faculty qualifications will be applied to TVCC distance education instructors as to all instructors who teach in a traditional face-to-face setting with Trinity Valley Community College. Although the instructor's specific duties in teaching distance learning courses will vary from those used in teaching within the traditional classroom, the ultimate goal of quality education remains the same.

In an effort to maximize the quality of presentation and curriculum within our online courses, The Distance Learning Committee for TVCC has created and approved a Course Certification Standards Process which will strategically be implemented for courses currently taught online and required for all newly developed online courses. The Department of Distance Learning will provide adequate training opportunities and support to facilitate the course certification/review process. The training provided consists of pedagogical concepts of online instruction as well as specific instruction on the Blackboard 9.1 system, which is currently used by TVCC for our e-course platform.

Online Course Approval and Evaluation

Trinity Valley Community College will maintain the same process for scheduling Distance Learning Courses with faculty as they do with traditional, face-to-face courses until the TVCC Course Certification Process (created October, 2010) is fully integrated for all the Distance Learning Course offerings. Until full integration, 5-6 courses will be evaluated by at least two TVCC course reviewers with the Course Certification Rubric every Spring and Fall semester. The selection of the courses to be reviewed will be prioritized in a manner that first identifies high-enrollment courses and then targets instructors who teach multiple online courses. Simultaneously, online courses taught by NEW online faculty will be reviewed while receiving extensive training and support to ensure that their courses are created in a manner that is consistent with the TVCC course certification rubric. This course certification process will continue until all distance learning courses that are offered have been approved. Not later than

TVCC Distance Education Policy

the 2013 fall semester, ONLY courses which meet the TVCC Course Certification Standards will be approved and scheduled.

Student Code of Conduct

The Distance Learning Department abides by the TVCC Code of Student Conduct. Specific policies on scholastic dishonesty are outlined in the TVCC code of conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. The student who engages in cheating, plagiarism, or collusion will receive the consequence(s) outlined in the course syllabus.