

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-4410.2

FOR POLICY NUMBER: BP – 4410

TELECOURSE DEVELOPMENT AND INSTRUCTION PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for telecourses.

2. DEFINITIONS

2.1 Telecourse

A method of distance education utilizing an integrated course of study delivered via a series of DVDs or other medium.

3. PROCEDURE

3.1 Faculty Training

3.1.1 There is no formal class to train faculty to teach a telecourse. Faculty will meet with the director of extended learning to identify processes and expectations for instructors assigned to telecourses.

3.2 Telecourse Development

3.2.1 Telecourses are self-contained courses that are developed commercially. The instructor interacts with students using email, phone calls and personal communication methods. The faculty member creates the course syllabus and administers all assignments, quizzes and tests with a structured schedule throughout the term and by coordinating with the Continuing Education Division of the college for test proctoring services.

3.3 Administration

3.3.1 Faculty may be assigned to teach a telecourse as part of the instructor's regular full-time load. Evaluation of instruction in telecourses will be conducted as part of the faculty members rotation of courses for evaluation as identified by the academic dean. In an effort to improve the college distance education program, all telecourse students in a class may be asked to participate in activities designed to evaluate the college's distance education program in addition to the instruction of the course.

4. APPLICABILITY

N/A

ISSUE DATE: 05/01/2014

EFFECTIVE DATE: 05/01/2014

REVISION DATE(S): 10/15/2009 (item #10533); 05/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 6040.c

SCHEDULE FOR REVIEW: 2018

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/ REFERENCE: AP-4410.0; AP-4410.1

PROCEDURE KEY WORDS: telecourse