

## **PVCC DISTANCE LEARNING POLICY FOR ONLINE COURSE DEVELOPMENT**

### **Purpose**

- Quantifiable measure which will allow PVCC to demonstrate faculty development for SACS accreditation
- Demonstrate commitment to high level of quality in faculty preparation and delivery of course content
- Ensure comparable student outcomes regardless of instructional mode of delivery

### **Definition of an Online Course**

Online courses are those in which instruction occurs online, synchronously or asynchronously, when student and instructor are not in the same place.

### **Online Course Development Process**

1. The Coordinator of Distance Learning and Instructional Technology Design (CDLITD) will meet with the V.P. of Instruction and Student Services as well as the Academic Deans to determine which courses to develop online. This will be done annually, or more often, depending upon students and college needs. Course requirements for degree and certificate programs help inform course choice in the identification process.
2. Faculty member interested in developing an online course must contact their Academic Dean for approval. In addition, Academic Deans may recruit faculty to develop a course.
3. A contract for course development is created by the CDLITD. This contract is signed by the faculty member and V.P. of Instruction. For specifics on the intellectual property rights policy please consult the VCCS Policy Manual, Section 12, Intellectual Property.
4. Payment for course development will be processed upon completion of project.
5. In order to ensure PVCC standards of quality, instructors developing an online course must participate in PVCC FacultyOnline or demonstrate that they meet the PVCC Quality Assurance in Online Learning competencies. (Please see PVCC FacultyOnline program for description.)
6. Upon completion of course development, the instructor meets with the Academic Dean and CDLITD to review course and complete the PVCC Quality Assurance in Online Learning rubric.
7. Faculty are required to teach the newly developed course the first time it is offered in the academic schedule.

### **The online course instructor is expected to:**

- Use the VCCS Enterprise Blackboard course management system (<http://learn.vccs.edu>). Coordinate with the CDLITD, Mary Clare DiGiacomo, [mdigiacomo@pvcc.edu](mailto:mdigiacomo@pvcc.edu) or 434.961.5305, to register for PVCC FacultyOnline or arrange to demonstrate with the Academic Dean that they meet the PVCC Quality Assurance in Online Learning rubric.
- Use the PVCC email address in Blackboard and for all course communication.
- Maintain no longer than 48-hour turn-around response time to course emails, discussion board posting, student queries, etc. excluding weekends, holidays, or by previously posted announcement by instructor regarding unavailability.
- Administer at least TWO (2) proctored learning activities/semester.

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- In order to ensure comparability of outcomes with the same course taught in a face-to-face mode, faculty are expected to use the same final exam or comparable assessment.

**The online course student is expected to:**

- Complete the online orientation before the start of class  
<http://www.pvcc.edu/blackboard/tutorial>
- Make initial contact in the course
- Adhere to course attendance policies and syllabus

**Attendance policies**

The instructor should clearly outline an attendance policy for each online course. The **student** is responsible for making INITIAL CONTACT in the course. If a student has not completed any work or made contact with the instructor after the first two weeks of class, the instructor should attempt to contact the student. If the instructor is unable to make contact, and/or if the student does not respond, the instructor should **withdraw** the student from the course.

**Incompletes**

In order to receive a grade of Incomplete (I) the student must complete at least 75% of the course work.

**Proctored Learning Activity policy**

At least two proctored learning activities will be administered each term. The activities may be online or paper-based. The proctored activities should be administered in the PVCC Learning Center or by an approved proctor (please see below). To set up a proctored learning activity, contact the Learning Center testing coordinator at 434.961.5320.

**Learning Activity Proctors**

Students are expected to come to the PVCC Learning Center to take at least two learning activities /course. If a student lives outside of the PVCC service region (the city of Charlottesville, and the counties of Albemarle, Fluvanna, Greene, Louisa, Nelson, and northern Buckingham County) then they will need to locate a proctor. We recommend they use the Learning Center at the nearest VCCS college. If they live out-of-state then we suggest they find an educational institution (e.g. community college) or someone in academia to act as their proctor. Once they have located a suitable proctor, they need to contact the Learning Center's testing coordinator with the proctor's name, title, institution, and contact information. Learning activity information would then be sent (electronically or USPS) to the proctor.