

INSTRUCTION

CODE: 6030

ITEM: 9493

INTERACTIVE DISTANCE LEARNING
Courses

Northeast promotes the use of interactive distance learning technologies to improve access and provide broader lifelong learning opportunities for all students in the service area. The development of interactive distance learning courses and the training of staff are in accordance with the Interactive Distance Learning Procedures.

Original policy date: 08/08/96 (Item #7695)

Revision date: 03/13/97 (Item #7957)

Revision date: 05/13/04 (Item #9493)

INTERACTIVE DISTANCE LEARNING PROCEDURES

Courses

FACULTY TRAINING

Full-time and adjunct faculty members selected to teach live, interactive courses to geographically-separate sites will be provided basic training on the use and operation of the equipment. In addition, training will be provided on instructional techniques that will involve students in the interactive environment. Also, as a part of the training, program instructors will learn the techniques for displaying materials and adapting course content for the distance learning classroom.

The College will provide 15 hours of formal training to prepare faculty to teach using the interactive environment. Such formal training and practice preparations are strongly recommended. Completion of the formal training shall be certified by the assigned trainer. A one-time stipend as established by the Board of Governors will be paid to NECC faculty who successfully complete the formal training. Formal training may be waived if faculty has previous teaching experience in an interactive distance learning classroom or alternative training is arranged through the Academic Dean or the Director of Distance Learning and Continuing Education.

COURSE PREPARATION

Each course that is taught in the live, interactive mode of instruction shall be adapted to this environment by revising standard course materials and by adding such visuals and audio components that may be necessary to effectively ensure the course objectives are learned. In recognition of the extra effort in revising a course, an extra $\frac{1}{4}$ credit hour load per credit hour will be assigned for the first time a faculty member teaches a specific course in live, interactive mode. Extra credit load will not be awarded for subsequent times which the course is taught by the same faculty member.

ADMINISTRATION

The respective Academic Dean will be responsible for evaluation of instruction and student learning. The will also be responsible for selecting faculty members for teaching over this mode and for course scheduling in coordination with the Continuing Education and Distance Learning Division. As a general practice, delivery of a course will be to no more than three distance learning sites plus the originating site. The aggregate number of students enrolled for each course will depend on the type of course; however, such number shall be similar with on campus enrollment maximums. The respective Dean/Distance Learning and Continuing Education Director in consultation with the instructor shall have the right to determine exceptions to the number of sites and enrollees.

The Technology Support Department shall provide technical assistance as needed and the Continuing Education and Distance Learning Division will provide assistance as needed at the distance learning sites. The Dean of Continuing Education and Distance Learning shall periodically conduct an evaluation of the distance learning delivery process.

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