Online Learning Policy

Purpose
New technologies in teaching provide for expanded distanced education opportunities for Northshore Technical Community College faculty and students. Online learning is defined as the formal education process in which the majority of instruction occurs when the instructor and student are separated by physical space and/or time and involves electronic communication between the faculty and students. The College makes every effort to preserve, enhance and facilitate the transmission of knowledge and promote student learning in its online learning courses. Specific guidelines concerning the implementation of online courses are outlined in this memorandum.

To establish policy and procedures governing the implementation of online courses at Northshore Technical Community College that are in accordance with the distance education technology policies of the Louisiana Community and Technical College System and the Louisiana Board of Regents.

Scope and Applicability
This policy and procedures memorandum applies to all online courses developed and/or taught by Northshore Technical Community College faculty.

Definitions

A. Traditional Courses: is a course that requires both instructor and student to be present at the same time and place.

B. Online Courses: is any credit-bearing course in which the majority of instruction is delivered via the Internet.
   a. Hybrid Course is defined by 50% or more but less than 100% of the course is delivered online.
   b. Online Courses is defined by 100% of the course is delivered online.

Procedures for Offering Online Courses
A. Online courses offered for credit or audit will originate from and reside within the appropriate division that has responsibility for traditional sections of courses with similar content (for example, an online biology class will originate from and be supervised by the Division of Academics).

B. The appropriate Divisional Dean will ensure that the content of an online course corresponds to the content described in the master syllabus for the course. The academic quality and content of online courses will be equivalent to the quality of existing academic offerings. The appropriate division will also ensure that the class conforms to Council on Occupational Education standards and all other applicable credentialing and licensing guidelines.

C. The Academic Affairs Committee and the Vice Chancellor of Academic Affairs and Provost will grant permission to offer online sections of a traditional course. In authorizing such offerings, the Divisional Dean must consider the academic propriety of an online course (both in terms of prospective enrollment and creditable student needs) and the instructor’s preparedness for teaching an online course.

D. The Divisional Dean will evaluate original material developed by faculty for online courses to ensure that such material is consistent with the master syllabus’s goals, outcomes and assessments.

E. A proposed online section of a course that does not correspond to the content of the master syllabus will be considered a new course and must follow the new course procedures outlined in the Curriculum Review and Development Policy.

**Review Process:**

<table>
<thead>
<tr>
<th></th>
<th>Reviewing Entity</th>
<th>Review Date</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Chancellor</td>
<td>02/06/2015</td>
<td>06/01/2015</td>
</tr>
<tr>
<td>X</td>
<td>College Leadership Committee</td>
<td>02/05/2015</td>
<td>06/01/2015</td>
</tr>
<tr>
<td>X</td>
<td>Academic Affairs Committee</td>
<td>02/04/2015</td>
<td>06/01/2015</td>
</tr>
</tbody>
</table>

**Distribution:**

Distributed Electronically via College’s Internet
All Employee Email Dated 02/06/2015

---

Last Revision: February 6, 2015