

**HSC OP: 60.12, Distance Education**

**Review:**

as the following:

“Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.”

- b. The Texas Higher Education Coordinating Board (THECB) uses the following definition:

“The formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction. Distance education can include courses and programs offered online, off-campus face-to-

A fully distance education course is defined as a course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. A hybrid/blended course is defined as a course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place."

- c. The National Council for State Authorization Reciprocity Agreements (NC-SARA) defines distance education as:

"Instruction offered by any means where the student and faculty member are in separate physical locations. It includes, but is not limited to, online, interactive video and correspondence courses or programs." Supervised field experiences and out-of-state learning placements are also considered distance education for purposes of NC-SARA.

3. **Procedures**

a. Educational Support

- 1) All TTUHSC students receiving instruction through distance education shall be provided appropriate access to student support services. These services shall include access to admissions, course registration, academic advising, student orientation, textbooks and materials, financial aid, career development, and other special program accommodations as applicable under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- 2) The TTUHSC Library shall provide support for distance education courses and programs that is appropriate. Elements of library support available to students taking distance education courses include electronic document delivery, electronic journals, full-text databases, end-user searching, reference assistance and instruction, network access, and interlibrary loan services.
- 3) All TTUHSC distance education students shall have access to technology support that is appropriate.
- 4) All TTUHSC faculty members who teach courses through distance education shall be provided professional support in adopting instructional techniques and strategies that

to including the following:

- Dual Academic Award
  - Method of Delivery
  - Off-campus Instructional Site
  - Student Enrollment Limitations
- (iv) Providing guidance on the institutional Learning Management Systems that provide centralized access points for information on electronically delivered courses, programs, and resources
- (v) Coordinating the verification of online and hybrid courses based on the TTUHSC Principles of Good Practice for Online and Hybrid Courses
- (vi) Coordinating professional development opportunities to enhance faculty knowledge and application of effective teaching practices in distance education
- (vii) Working collaboratively with schools to ensure compliance with state authorization requirements
- (viii) Under the direction of the Vice Provost for Academic Affairs and Integrated Learning, work collaboratively with TTUHSC schools to ensure compliance with THECB and SACSCOC requirements related to the implementation and delivery

