

DISTANCE LEARNING MCC will adhere to the standards for offering distance learning courses adopted by the Higher Learning Commission and Missouri Coordinating Board for Higher Education. Distance learning courses will fulfill the same objectives, meet the same outcomes, and be assessed with the same rigor as traditional courses. All online courses will have goal size and capacity guidelines and utilize best practices.

APPLICABILITY Faculty and students.

DEFINITIONS

I. Definitions:

- a. Asynchronous distance delivery is instruction provided online through MCC's official Learning Management System. This includes all online or internet courses.
- b. Synchronous distance delivery provides instruction during required days and times equivalent to traditional in-person. This includes video-conferencing courses.
- c. Hybrid courses will include both synchronous and asynchronous components.

II. Maintaining Presence

- a. Instructors will maintain regular and frequent presence in their course each week of the class session. In addition, the instructor will provide and participate in activities that promote student-student interaction. Presence may be evidenced by:
 - i. Engagement with students via e-mail and/or discussion board posts or other communication tools that direct conversation on topics germane to the course content.
 - ii. Replies made to student posts on course topics that extend the conversation.
 - iii. Development of weekly or modular collaborative activities that serve as formative learning activities.
 - iv. Use of other technologies that enable interaction, e.g., desktop conferencing, etc.
- b. Instructors in synchronous courses will hold class sessions as scheduled via video conferencing or equivalent

technologies. The time spent in these classes will be equivalent to the time spent in the classes offered in-person.

III. Quality Assurance

MCC has adopted the Scorecard Suite supported by the Online Learning Consortium as the quality assurance model for all distance courses and programs offered by MCC. MCC's course quality review process is a Peer Review process with the goal of continuous improvement of distance learning courses. New online faculty will be required to complete MCC's training that includes the Scorecard Suite before being assigned to an online or hybrid course. Training is not required for fully synchronous courses.

IV. Evaluation

Faculty - Evaluation will be conducted for distance learning courses, with evaluation procedures tailored for distance learning that are equivalent to those used in traditional classroom settings.

Student - All distance learning students will be provided an opportunity to complete a student experience questionnaire each semester.

V. Intellectual Property

MCC and Faculty members will adhere to all applicable MCC policies and legal requirements regarding, intellectual property, copyright, patent and trademark.

VI. Official E-Mail

MCC provides each faculty member with an official email account. All official email correspondence for distance learning must be sent using the official MCC email account.

VII. Authentication Practices

MCC users will gain access to courses utilizing unique passwords and identification numbers. Proctored exams, student-recorded video, and ID management tools such as those using facial recognition may also be utilized to assist with identity verification.

VIII. Student Code of Conduct

The student code of conduct and all MCC policies and procedures are applicable to distance learning.

IX. Accessibility

MCC makes every effort to select instructional technologies that are accessible to individuals with disabilities and in keeping with universal technology access guidelines. As with traditional, campus-based courses, students taking distance learning courses may request accommodations.

REFERENCE

6.10070 BP Distance Learning

