



Distance and Hybrid Education Policy

- (1) Dixie Technical College provides a hands-on education, but in limited circumstances programs may utilize distance education (DE) where doing so:
 - (a) Makes more efficient use of
 - (i) College facilities, and
 - (ii) Student and instructor time, and
 - (b) Improves the student educational experience, for example when employees in the industry work independently or when the industry utilizes Web Based Training.
- (2) DE means education that uses certain technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The interaction may be synchronous (student and instructor are in communication at the same time) or asynchronous. The technologies may include:
 - (a) the Internet;
 - (b) audio conferencing; or
 - (c) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.
- (3) All accredited programs which utilize DE must first be approved to do so by the College's trustees and the Council on Occupational Education (COE), the College's accrediting body. The amount of time during the program which is DE may not exceed that which is approved by COE.
- (4) Accredited programs which conduct DE also must:
 - (a) Have the numbers of program and/or weekly course hours which may be conducted by DE approved by the executive team. The executive team may approve DE time by program, cohort and/or course.
 - (b) Have specific assignments for all DE time.
 - (c) Have a plan approved by the executive team which demonstrates:

- (i) How regular and substantive interaction between the students and the instructor will be maintained;
 - (ii) That the student has completed the assigned coursework during DE time, for example by:
 - (1) Passing a test or exam, or completing an assignment, on the DE coursework;
 - (2) Clocking in and out of a Learning Management System; or
 - (3) Virtually attending an online lecture or student workgroup.
- (5) DE courses and programs must:
- (a) Be identical to traditional courses and programs in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and credentials awarded.
 - (b) Have in place a standardized template, course descriptions, learning objectives, course requirements (e.g., standard syllabus, outcomes, grading, resources, etc.), and learning outcomes in order to facilitate quality assurance and the assessment of student learning.
 - (c) Be delivered by instructors who are employees of the College.
- (6) The College shall establish processes to ensure that the student who registers for a distance education or hybrid course or program is the same student who participates in and completes the course or program and receives the academic credit, utilizing methods such as secure logins, pass codes, or proctored examinations.
- (7) Unless the executive team provides otherwise:
- (a) The maximum number of hours that may be DE by a program is 25% of the total program hours.
 - (b) All programs will be classified as “Hybrid” by COE, where the amount of DE is less than 50% of the program time.
 - (c) Students are required to attend traditional format courses as scheduled, and be given an opportunity to interact with instructors regarding the DE materials.
 - (d) DE time will be scheduled at a certain time and day, and students must complete the assigned work for that class within one week, unless the instructor selects a sooner date.
 - (e) DE time will be scheduled on the same days as traditional coursework, with a maximum of one hour per day as DE time.
 - (f) Faculty teaching distance education or hybrid courses ensure timeliness of their responses (synchronously or asynchronously) to students’ requests within 24 hours within the published operational schedule of the program/course.
 - (g) Instructors may require students to attend a course in-person in lieu of DE time.

- (8) The instructor may mark a student as present (using code “S” in the Student Information System) during approved DE course time when the student has completed the assigned coursework.
- (9) The Vice President of Instruction shall verify the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.
- (10) A program’s faculty shall monitor student progress in DE activities, through such methods such as frequency of log-in time, confirmation of student time online, and the percentage of coursework completed.
- (11) Electrical and Plumbing program students who are employed in the field may apply for regular lecture time to be conducted through DE upon proof that they are leaving Washington County for a work assignment. The application must be approved by a program instructor and the Vice President of Instruction. All lab time must be completed in accordance with the College’s Test-Out Policy.
- (12) The College’s Internal Education Committee shall provide training for faculty in DE courses and programs.

Enacted September 21, 2023