

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**DISTANCE DELIVERY OF INSTRUCTION AND
PROCTORING OF ONLINE/WEB COURSES****Date approved by cabinet: May 25, 2023****Effective date: July 1, 2023****Expiration date (5 years from effective date if not renewed): July 1, 2028****Section 1. Policy Statement**

- 1.1. In order to ensure quality and academic integrity in online educational settings, all students in a distance-learning course must complete at least one graded activity under the supervision of a proctor that will verify the student's identity and compliance with any restrictions on the activity. This supervision may occur in a face-to-face setting or via an approved electronic distance proctoring solution. The academic department will monitor online classes to ensure compliance with this policy.
- 1.2. BridgeValley Community and Technical College (College) will provide distance-learning courses to eliminate barriers of time and place in order to assist all students in attaining their educational goals.
- 1.3. Distance learning courses will be equivalent to face-to-face courses in all aspects, including student assessment, student evaluation of faculty, and access to student services.

Section 2. Distance Learning Procedures

- 2.1. In order to ensure quality and academic integrity in online educational settings, the College will use a combination of best practices and comprehensive support for faculty and students engaging in online education activities. All web and blended courses will be offered utilizing the institutional web-course portal.
- 2.2. Faculty members who develop a web-based course shall follow these procedures:
 - 2.2.1. Obtain approval from the department chair prior to any course development work. Following approval by the department chair, a "Request to Develop an Online Course Form", must be filled out and approved by the appropriate Academic Dean, Vice President for Academic Affairs, along with a copy sent to the Director of Instructional Technology and Library Services. The expected instructional delivery date for the course shall be stipulated in approval document.
 - 2.2.2. Upon completion of development and prior to offering the course, the staff will perform an instructional course design review within the timeline defined by the College to determine if the course content follows best practices in design

principles, and the appropriate academic unit will determine if the course is content ready and instructionally sound.

- 2.2.3. The intellectual property rights to all online instructional materials developed through and supported by the College shall be jointly owned by the institution and the developer.
- 2.2.4. Assessment of courses for compliance with The Higher Learning Commission Best Practices will follow the process defined by the College's academic affairs committee.
- 2.2.5. Faculty teaching online and blended courses will be expected to adhere to the College Copyright Policy as well as to Title 17, United States Code, Section 101, which users of intellectual property and published materials adhere to copyright law protecting the original rights of the creators of works used for educational purposes.
- 2.2.6. The College will exhibit due diligence in the authentication of students in online and blended courses including password protected entry into the system and supporting the use of proctoring to ensure student identity in online evaluation and testing situations.
- 2.2.7. Student evaluation of faculty teaching online courses will be conducted online and be used for outcomes assessment and faculty evaluation purposes. Evaluations will be based on student/faculty survey results conducted at the end of each semester. Results will be sent to the Vice President of Academic Affairs, the faculty member, and the faculty member's Dean.
- 2.2.8. Results of the evaluations, including a statistical analysis of responses to multiple-choice questions, will be compiled by the Vice President of Academic Affairs. The results will be provided to the instructor after the final grades have been submitted for inclusion in his/her annual review file.
- 2.2.9. Evaluation of online courses shall be conducted according to policy C-3 Student Evaluation of Instruction for Academic Credit
- 2.2.10. Minimum and maximum course enrollment will be established by the department chair in conjunction with the Vice President for Academic Affairs. If delivery constitutes an overload for the faculty teaching the course, payment for delivery of the distance education course will follow the adjunct salary payment schedule.

Section 3. Proctoring Procedures

- 3.1. Instructions for proctor selection and approval will be made available within the learning management system (LMS). Students should check their syllabus to ensure compliance with the guidelines.

- 3.2. Proctors must be approved by the instructor prior to testing.
- 3.3. Proctors will preserve the security of any evaluation materials by not divulging these to anyone other than the student to be evaluated.
- 3.4. All proctoring should involve appropriate technology approved by the instructor.



ONLINE COURSE DEVELOPMENT REQUEST

Academic Year	
Name	
Address	
Phone	
E-mail	

Fund	
City	
State	
Zip	

Faculty's Degree/Major (please specify) _____

Project Due Date: _____

Comments (additional details, i.e.: compensation, release time, etc.) _____

Developer Must:

1. Insure compliance with the BridgeValley Online Course Development Policy
2. Submit work for approval by content expert and Director of Instructional Technology and Library Services at least two weeks prior to expected launch

Developer Must: Include (in format compatible with the Learning Management System in use by BridgeValley and with any copyright issue addressed):

3. All documents (syllabi, assignments, project instructions, rubrics, off-line exams, etc.)
4. All service-based features (online assessments, discussion forums, grade book synchronous communications, and any third-party software)
5. All asset –based materials (graphics, animations, video, Web pages, interactive activities/links, etc.)
6. Course Content/Modules (with learning objectives specific to standards and expectation of the course(s))
7. Any additional documents as requested

Course No.	Course Name	No. of Lecture Hours	No. of Lab Hours

Faculty Member

Division Dean-Developer

Director of Instructional Technology and Library Services

Division Chair

Division Dean-Requesting Dean

Vice President for Academic Affairs