POLICY TITLE
Distance Education Program Design and Development

POLICY NUMBER
6.7

PRIMARY RESPONSIBILITY
Curriculum Committees in partnership with the Center for Instructional Technology

CREATION / REVISION / EFFECTIVE DATES
Created May 2001/ Revised June 2012/Effective June 2012/November 2013; revised October 2017/effective immediately

PURPOSE
The mission of online education within Ivy Tech Community College is to provide courses and degree programs developed and delivered in a manner that will ensure institutional quality and academic integrity, as well as expand access to meet the needs of students and communities according to the principles set forth in the College mission and strategic plan. The Ivy Tech Instructional Technology organization, which includes the Center for Instructional Technology and campus offices of instructional and online technology is dedicated to providing a framework for a secure, up-to-date technical infrastructure to promote consistent reliability, privacy, safety, and security that will enable students and faculty to interact in online environments.

The online learning structure preserves appropriate academic oversight in a manner that is consistent with College-wide academic planning and standards to assure congruence with the College mission, transfer agreements, and allocation of required resources as well as ongoing academic review to verify the integrity of student work and faculty instruction.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty and academic staff

POLICY
The College engages in the delivery of online degrees for the following purposes:
- To extend access and meet community needs; for programs for which there is not a critical mass at each campus and for second-year courses for which there is not a critical mass at each campus.
- To meet needs of students
- To meet College needs to share credentialed faculty across campuses
- To increase enrollments
- To respond to the higher education marketplace

Where it is appropriate to meet these needs, the College will develop new courses or degree programs and/or develop existing courses and/or degree programs in a distance learning format, per established policies of the College, the College’s accreditors, the Indiana Commission for
Higher Education, and other regulatory organizations. This format may include any of the College’s current methods of online course delivery, as defined in ASOM 6.10. Procedures for the development and delivery of online courses is also outlined in that policy.

PROCEDURE

Determination of Program Curriculum
The program curriculum for a distance degree program will be determined collectively by the curriculum committee for that program based on current policy governing the development of program curriculum.

Advisory Committees
When program advisory committees hold their regular meetings, information about and discussion of distance education activities should be included.

Program Chairs for distance-only programs
Where the College determines a need for a program to be offered only at a distance a single program chair will be hired by the Center for Instructional Technology to provide program administration for that program.

Determination of Program Learning Outcomes
The Program Learning Outcomes will be the same for a student in a distance based program as they are for a student in a traditional based degree program. Distance-based programs will utilize the same Program Outcomes Assessment measures as their traditional counterparts.

In the case of degree programs which are offered only at a distance, all protocols for development of program learning outcomes will be followed in a manner consistent with that for a traditional degree program.

Determination of Course Learning Objectives
The Course Learning Objectives will be the same for all courses regardless of the method of delivery. Courses will utilize the Course Outline of Record for all delivery methods.

Identifying the Need for an Online Course
The need for development of a distance education course may be identified by any college stakeholder. All development of online courses must follow the guidelines set forth in ASOM 6.10 as well as any other relevant college policy. Where no specific guidelines for an online course format exist in policy, this need should be discussed with appropriate regional academic staff, including regional online and instructional technology staff and course development conducted in the normal manner appropriate in the College.

In the case of courses to be delivered fully Online, course development requests must be submitted to the Center for Instructional Technology, via the current course submission process. Regional development of online courses is prohibited by the College without prior approval by the Center for Instructional Technology and a valid course development contract issued by Center for Instructional Technology.
Administration and Quality Control of Distance Education Courses
Administration and quality control of distance education coursework and programs is the responsibility of the applicable curriculum committee, academic chairs, and the campus academic officer of the originating site in collaboration with the Center for Instructional Technology.

Delivery of Online Degrees
The College will offer a degree which it markets as an online degree when either of the following is met:
   a. The entire course can be completed fully online; or
   b. A majority of the programmatic coursework can be completed fully online and other distance formats (as outlined in ASOM 6.10) are utilized to deliver the remaining programmatic coursework.

REFERENCES
• Policies of the Higher Learning Commission, specifically the Best Practices for Electronic Delivery of Degree Programs
• Policies of the Commission for Higher Education related to approval of degree programs
  https://www.in.gov/che/3165.htm
• Quality Matters – http://www.qualitymatters.org

RESOURCE PERSON
Online Technology Coordinators, Vice Chancellor for Academic Affairs, Center for Instructional Technology staff