

Distance Education

Distance education (DE) at Hawai‘i Community College supports the College’s mission of “serving all segments of our Hawai‘i Island community” by offering distance delivery courses and programs to underserved areas.

Purpose:

The purpose of this policy is to articulate the College’s approach to DE, and to define procedures and practices for support services, course scheduling and quality assurance such that DE courses meet federal requirements and accreditation standards and promote student success through the use of best DE practices.

Background:

Hawai‘i Community College has been offering online classes since 2001. Per the **Board of Regents Policy 5.210, Distance Education and Offsite Instruction**, the College has worked to maintain high-quality DE courses that meet UH system, national and accreditation standards as well as the College Mission. In an effort to provide students with positive DE experiences, Hawai‘i Community College has adopted the following guidelines, formalized in this policy.

Academic Support

Students who claim Hawai‘i Community College (Hawai‘i CC) as their home campus will be provided appropriate access to the following services for the DE courses in which they are enrolled:

- tutoring
- placement testing
- access to computers on campus
- Mo‘okini and Pālamanui Library services, including
 - reference assistance
 - information literacy instruction
 - intra-system library loans
 - Access to reserves, print and electronic collections.

Note: Before being granted library access, Hawai‘i CC distance education students must be authenticated by showing a currently-validated student ID.

Test proctoring will be provided for all UH system DE classes.

Student Services Support

Students who claim Hawai‘i CC as their home campus have access to services for admissions and records, orientation, financial aid, registration, counseling and advising.

Students with disabilities must self-disclose to the Hawai‘i CC Disability Service Provider and provide accommodation documentation to the DE instructor. The coordination of access to

services and accommodations will be provided by Hawai'i CC in consultation with the campus delivering the course and receiving tuition, according to the system-wide guidelines.

Distance Education Courses

In an effort to provide students with high-quality DE courses, Hawai'i Community College has adopted the following procedures:

Determination of Courses to be Offered through DE

- Departmental faculty decides which courses will be taught through DE given the course objectives and learning needs of students.
- Decisions are made collaboratively, based on discipline expertise.
- Departments will document their rationales for their determination.

Selection of Instructors to Teach DE Courses

- Department Chairs will ensure instructors selected to teach are adequately trained, prepared and willing to teach effectively a DE course, including demonstrating DE methodology and best practices as well as how to skillfully use relevant DE tools. For example, new online instructors will have successfully completed the Online Course Development Program (or other College-sponsored training program), or equally comprehensive training at another institution, as evidenced by an online course evaluation.
- Departments will document their rationales for their determination.

DE Course Scheduling and Quality Assurance

- The course must meet federal requirements and accreditation standards and promote student success.
- The first time an instructor teaches through a distance delivery mode, the instructor and the course will be evaluated by a Department Chair or designee.
- Online instructors will complete an Online Course Compliance Form for each course, each semester, documenting their adherence to expectations in the areas of **rigor, instructor-student contact, accessibility and student authentication**. Online instructors who do not meet these standards will work with the Instructional Technology Support Office to improve their course(s). If improvements are not made, the course(s) will not be offered again until improvements are adequately completed.
- Online instructors will give administrative access to online courses to their respective Deans.

The Vice Chancellor for Academic Affairs is responsible for the administration of these procedures in support for DE.

Issued: November 23, 2009

Revised: April 27, 2011

Reviewed: