

Northeastern Oklahoma A&M College

Distance Learning Policy

Definitions

Conventional Course: Any course, in which instructor and students meet collectively (face-to-face) in one physical location at a set date and time.

Distance Education Course: Any course offered to students remotely through non conventional modalities, including but not limited to World Wide Web, two-way interactive video, CD Rom, or text.

E-Packs: Publisher provided content, including entire courses or partial content

Hybrid Course: Any Distance education course employing more than one modality for delivery.

Online Course Management Software: A web-based portal application, such as Web CT, Blackboard, or Educator.

Supplemental Course: Any conventional (face-to-face) course utilizing non traditional delivery methods to enhance instruction.

Support

NEO is committed to quality distance education and will present numerous support services for all aspects of any course as defined above. The primary support for technical assistance for all distance learning will be provided through the Educational Technology Center (ETC). To assist faculty in successfully teaching in an online environment, the ETC will administer an online course management software solution.

Primary support for pedagogical and developmental related issues will occur through a faculty-based mentor program, the Deans and the Departmental Chairs of the respective schools and disciplines.

Faculty Qualifications

The same faculty qualifications will be applied to distance education courses/programs as to all other conventional courses/programs. In addition to this, all faculty (including those already teaching online courses) scheduled to teach online courses will be required to successfully complete an online orientation to teaching using online course management software. Follow-up sessions, both on-line and face-to-face will be provided as needed (updates to course management software, new software, etc.).

Development

Faculty members may seek funds for online course development if they have:

1. Obtained written approval from their department Chair
2. Submitted a request for funds and the written approval from the department Chair to the Distance Education Committee

Within 30 days, the Distance Education Committee will provide a written response to the faculty member and Chair, notifying each on the status of the request.

Funds will be awarded to the faculty member if:

1. He/she has successfully completed the online orientation to teaching using online course management software
2. He/she has been assigned a Mentor
3. He/she have fully developed the course in its entirety
4. The course has been offered and minimal enrollment met.
5. He/she has provided most if not all of the content of the course (*courses exclusively, or primarily, using e-packs automatically disqualify a faculty from receiving developmental funds*)
6. The course has been approved by the following parties using the approved NEO rubric:
 - A. The School Dean
 - B. The Mentor (If applicable)
 - C. The Course Review Committee (a sub-committee of the NEO Distance Learning Committee)

Quality Control

All distance education courses will be in accordance with [Best Practices as defined by the Oklahoma State Regents of Higher Education](#) and Northeastern Oklahoma A&M College. The Distance Education Committee, department Chair, Academic Deans, and Vice President of Academic Affairs will ensure that all courses meet suitable standards and practices. Periodic reviews of courses may be conducted by any of the parties listed above. In the event a course fails to meet or exceed Best Practices or standards of NEO, the Distance Education Committee will provide the department Chair a written report detailing any insufficiencies.

Compensation

NEO Instructors shall be compensated for instruction of any distance education course based on the following:

Student Enrollment (post add/drop date)	Results in pay
Up to 25	Full load
26-29	No additional pay
30-40	\$10 per student per credit-hour
41-45	\$15 per student per credit-hour
Above 45	Full load as new section will be offered and taught by another instructor

Accreditation

The same accreditation measurements will be applied to distance education courses/programs as to all other conventional course/programs.

Assessment

The same assessment measures will be applied to distance education courses/programs as to all other conventional courses/programs, with two exceptions:

1. Assessment of communication will be required in all distance education courses implementing a course management software component
2. A standard survey will be administered to all students enrolled in online courses. This survey will include, but not be limited to, instructor performance, content, comprehension, and technical concerns.

Ownership

Northeastern Oklahoma A&M College will maintain ownership of any course content, under the following conditions:

1. The Faculty member received funds, leave, or other compensation for developing the course, or
2. The course was developed entirely, or substantially, using NEO technology (including laptops, desktops, software, the ETC and its staff, or other instructional technology), or
3. The course or the content of the course was purchased by the college

The Faculty member will maintain ownership of the course if they:

1. Develop the course without substantial use of NEO technology (Faculty members are encouraged to document development and may do so using software such as MS Project or MS Outlook [Journal]), or
2. Possess prior ownership, or
3. Personally purchase the content of the course or the course in its entirety, and
4. Did not receive funds, leave, or other compensation for developing the course

Co-Ownership

An instructor may solicit rights to partial content or an entire course upon their termination of employment at NEO. To do so, the faculty member must submit their request in writing to the department Chair and the Distance Education Committee. Rights to content or an entire course will be granted upon approval of both the Chair and Distance Education Committee and may, or may not, contain time restraints.