POLICIES & PROCEDURES

Title: E-Learning
Document Number: AA_109
Effective Date: 12/15/2014
Revised Date: 10/27/2021
Department: Academic Affairs

POLICY

The mission of E-learning is to provide students access to instructional programs and courses offered through electronic delivery that provide both transferable and non-transferable instruction and other academic credentials while providing better trained employees for business and industry who contribute to the overall economic development and workforce needs of the state.

GOALS

- Follow the electronic learning policies established by the LCTCS.
- Increase student access to learning opportunities.
- Enhance the abilities of the college to respond to learner needs.
- Respond to workforce development needs.
- Assure quality of instruction to place and time-bound students.
- Deliver electronic programs to expand access to adult learners.
- Provide support and training for students, faculty, and staff in the use of technology.
- Use technology to extend learning opportunities and activities beyond the classroom.
- Enhance the use of instructional technology within the classroom.

DEFINITION

As established in LCTCS policy 3.001, the definition of e-learning refers to the formal educational process in which the majority of the instruction occurs with the students and instructor separated by distance/space. Instruction may be synchronous or asynchronous.

E-LEARNING COMMITTEE

LDCC will establish and maintain an e-learning committee to govern policy and procedure related to the electronic delivery of courses as well as provide guidance to faculty and quality assurance of instruction.

COURSE APPROVAL PROCESS

Courses will be approved in adherence to the course approval procedures outlined in 10.6-C LDCC Online Faculty Handbook. All approved courses will satisfy programmatic, state, and regional accreditation standards.

INTELLECTUAL PROPERTY

The intellectual property rights to all electronic instructional materials developed through and supported by the Louisiana Delta Community College belong to LDCC and LCTCS. Faculty and adjuncts offering courses through electronic learning shall recognize that copyright and intellectual property shall be the responsibility of the faculty to monitor.

QUALITY ASSURANCE

Each LCTCS college chancellor or executive director is ultimately responsible for the quality of the e-learning that is delivered by his or her institution.

Courses offered through e-learning must meet the same requirements and quality standards as those established for credit coursework offered at the college through traditional means. These include, but are not limited to, policies and procedural requirements related to curriculum and program development, review, and approval; faculty qualifications; faculty course load; faculty evaluation and improvement of instruction; student performance; student opinion/rating/evaluation of instruction; teacher-student interaction; and student support services.

Students enrolled in e-learning courses:
1. Must be afforded comparable student support and access to learning resources and services as those provided to students in traditional courses; and
2. Are subject to the same college policies and procedures as published for all students.

COURSE EVALUATION

Electronic learning courses will be evaluated according to the best practices established for electronic courses. Course evaluation standards are approved and maintained by the Vice Chancellor.

All LDCC e-learning guidelines and procedures ensuring quality and rigor of electronically delivered class instruction are housed in document 10.6-C LDCC Online Faculty Handbook.