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CENTRAL TEXAS COLLEGE DISTRICT

POLICY STATEMENT AND POSITION PAPER DISTANCE EDUCATION AND EDUCATIONAL TECHNOLOGY

SECTION I DEFINITION, PRINCIPLES, AND GUIDELINES

DISTANCE EDUCATION is the educational process that occurs when instruction is delivered to students physically remote from the location or campus of program origin, or the primary resources that support instruction. In this process, the requirements for a course or program may be completed through face-to-face interactions and/or through remote communications with instructional and support staff including either one-way or two-way written, electronic, or other media.

EDUCATIONAL TECHNOLOGY refers to use of communications and computer technology for teaching and learning purposes.

Central Texas College upholds the *Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs* of the Southern Association of Colleges and Schools in the development and delivery of distance education. CTC adheres to the Texas Higher Education Coordinating Board (THECB) Educational Technology Guidelines in the development and delivery of distance education.

The guidelines for faculty, curriculum, program approvals, evaluation, admissions, instruction, support and resources in Distance Education/Educational Technology will be equivalent to those of traditional programs and services, as outlined in Board Document 158. The delivery of Distance Education throughout the College District will be accordance with the policies approved by the Board of Trustees.

SECTION II BOARD OF TRUSTEES

The Board of Trustees of the Central Texas College (CTC) District, recognizes the requirement for the Chief Executive Officer, in accordance with the By-Laws of the Board of Trustees, to delegate authority in the overall direction and management of the College District and its operational activities. This Policy Statement and Position Paper provides

for the delegation of authority and responsibility for distance education programs and educational technology services for the College District. Thus, CTCD establishes the following policies as primary to this delegation:

- 1. The programs and services of the Distance Education Division will support the institutional Statement of Purpose, role, mission, and goals.
- 2. The programs and services of the Distance Education/Educational Technology Division will be limited to those approved by the Texas Higher Education Coordinating Board and/or the Southern Association of Colleges and Schools.
- 3. The content and delivery of Distance Education courses will meet the same standards of review, approval, and evaluation as traditional educational programs of the institution.
- 4. The Standing Committee for Development of the Board of Trustees, charged with oversight of the Distance Education Programs and Educational Technology Services, will receive an update on distance education at least quarterly and will recommend to the Board of Trustees actions related to programs and services of distance education.

SECTION III

ORGANIZATION AND MANAGEMENT OF THE DISTANCE EDUCATION/EDUCATIONAL TECHNOLOGY DIVISION

The Director of the Distance Education/Educational Technology Division is appointed by the Chief Executive Officer for CTC and is responsible to the Chancellor for the activities outlined below:

- 1. developing, implementing, and evaluating distance education courseware;
- coordinating the delivery of distance education programs with cognizant operations officers;
- developing and distributing distance education documents that describe programs,
 policies, procedures, and resources for the distant learner;
- 4. expanding and improving the use of educational technology in the instructional process;
- 5. coordinating division activities with the Dean of Instructional Services to ensure compliance with SACS and THECB standards;
- 6. coordinating division activities with the Dean of Library Services to ensure the distant learner has access to adequate instructional resources;
- 7. coordinating division activities with the Dean of Student Services and Dean of Guidance and Counseling to facilitate student support services for the distant learner; and
- 8, serving as the primary point of contact for matters related to distance education.

PROCEDURES AND OBJECTIVES

It is not the purpose of this Policy Statement and Position Paper to be exhaustive nor allinclusive, but to serve as a guide and provide direction in the role of the CTC District in providing support for educational programs. The Administration is directed to establish such operational policies and procedures as may be necessary to implement this Policy Statement and Position Paper.

ADOPTED this 18th day of September 1997 and supersedes all other actions of the Board of Trustees relative to this subject.

Ann Kelly, Secretary

Board of Trustees

CERTIFICATE

I hereby certify that the above is a true and correct copy of a Policy Statement and Position Paper adopted by the Board of Trustees, CTC District, at the meeting held this ______ tay of September 1997.

Ann Kelly, Secretary

Board of Trustees