

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 3.001

Title: ELECTRONIC LEARNING POLICY STATEMENTS

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As a system of higher education, LCTCS colleges strive to offer quality programs and courses delivered by electronic means for the purpose of increasing student access. The purpose of these policy statements is to:

- Increase student access to learning opportunities;
- Enhance the ability of the colleges to respond to learner needs;
- Respond to workforce development needs;
- Assure quality of instruction to place- and time-bound students;
- Provide cost effective service through cooperative and collaborative development and delivery; and
- Reduce the unnecessary duplication of existing programs and courses.

Philosophy

The LCTCS supports and applauds efforts to offer distance education e-learning for the purpose of increasing instructional access for Louisiana citizens to courses and programs.

LCTCS colleges will follow the “Principles of Good Practice The Foundation for Quality of Southern Regional Education Board’s Electronic Campus.

Definition of E-Learning

The definition of *e-learning* as used in this document is here after referring to the delivery of instruction that occurs through electronic means. Distance education 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. The term distance education is generally synonymous with mediated instruction (i.e. compressed video, videotape, e-learning, CD-ROM, Internet, audio, audio graphics, satellite, microwave, or ITFS).

LCTCS E-Learning Coordinators Committee

The chancellor or executive director of each LCTCS college shall nominate an official college representative to the LCTCS e-Learning Coordinators Committee. This statewide committee shall serve as the advisory committee responsible for developing and monitoring policies for the e-learning initiatives of the LCTCS colleges.

College-Level Electronic Learning Committees

Each LCTCS college shall establish an e-learning Committee or comparable process for developing and monitoring policies to govern the e-learning environment and delivery.

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.

Approval Process

Programs, as distinct from courses, for which approval would be sought to deliver electronically, must satisfy all requirements of the state and applicable accrediting bodies.

Reporting Processes

All electronic course offerings and enrollment data are to be reported through the normal LCTCS and Board of Regents coordination of programs and data collection processes. Institutions must report student enrolling in courses and programs delivered via distance education technologies and have them coded in a distinct fashion such that the data can be disaggregated from other aggregated student enrollment data.

Other Legal Considerations

Institutions shall ensure compliance with all applicable student privacy, disabilities, and non-discrimination state and federal statutes. Institutions shall also ensure compliance with all applicable copyright laws concerning the use and transmission of films, videotapes, recording and other protected works. Institutions shall ensure compliance with all applicable policies regulating intellectual property, including but not limited to the LCTCS policy on Intellectual Property.

Financial Considerations

LCTCS colleges are encouraged to utilize stable funding sources for the support of electronic/distance learning rather than to rely upon ad hoc or temporary sources of funding. The Board of Regents support the position that institutions should be able to establish separate fees to cover the costs associated with the electronic delivery of credit and non-credit instruction. Fees are to be consistent with LCTCS policies and state legislation. The Board of Regents will provide guidance for the establishment of fees for electronic delivery of instruction and reserves the right to review established fee structures and policies governing the establishment of such fees.