

# SRTC Procedure: Distance Education

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## **Purpose**

The purpose of the Southern Regional Technical College (SRTC) Distance Education Procedure is to provide students access to quality technology-based learning opportunities.

## **Distance Education Courses**

Distance education courses are developed and evaluated based on the SRTC Procedure: Development, Approval, and Quality Assurance for Distance Education.

## **Faculty Orientation**

The faculty training for distance education incorporates modes of delivery; developing and building of courses; use of approved courseware; evaluating distance education instruction; and updating distance education courses using the latest technology, software, etc.

## **Library and Other Learning Resources**

SRTC provides students enrolled in distance education courses with adequate access to learning resources. Students have access to on-campus library collections and virtual databases including GALILEO and course-specific resources accessible through SRTC's website, GVTC's learning management system (LMS), and distance education courses.

## **Student Affairs**

SRTC provides distance education students with the same student affairs information that is provided to on-campus students via SRTC's website and LMS.

## **Evaluation of Instructional Results**

Distance education instructional results are collected and evaluated based on the SRTC Procedure: Development, Approval, and Quality Assurance for Distance Education. During delivery of the course, the Director of Distance Education uses the Online Faculty Evaluation and the results of the Student Evaluation of Instructor/Instruction in determining instructional strengths and weaknesses and in establishing improvement plans if needed. The results of the Online Faculty Evaluation and the Student Evaluation of Instructor/Instruction are sent to the instructor and the appropriate Dean for Academic Affairs for review. The instructor is responsible for implementing the improvement plan, if one is necessary; and the Director of Distance Education is responsible for the follow-up review. Additionally, the Director of Distance Education uses the results of the Student Satisfaction Survey (online section) to monitor online student satisfaction with College services and programs. The Director of Distance Education uses these results in planning for overall improvement in the online delivery of courses. Also, Student Learning Outcome (SLO) data is collected and evaluated in accordance with the SRTC Procedure: Institutional Effectiveness. The SLOs in online courses are the same as those in traditional courses.

## **Admission and Graduation Requirements**

Students enrolled in distance education courses meet the same requirements for admission and degree/diploma/TCC completion as students enrolled in campus-based programs. The curriculum of each program is the same regardless of course delivery mode. The instructional content and academic credit of distance education courses are equivalent to that of corresponding on-campus courses.

**Grading and Transcripts**

Procedures for academic and work ethics grading and transcripts are the same for distance education courses as for on-campus courses. There is no notation on the transcript that identifies a course as delivered via distance education.

**Responsibility**

The Assistant Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

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**References**

[SRTC Procedure: Quality Assurance for Distance Education](#)

[SRTC Procedure: Institutional Effectiveness](#)

Adopted: 10-20-14  
Implemented: 07-01-15