

SRTC Procedure: Quality Assurance for Distance Education

Purpose

The purpose of the Southern Regional Technical College (SRTC) Procedure: Quality Assurance for Distance Education is to provide instructor training and support and periodic quality assurance reviews of distance education course offerings through the following steps.

STEP 1 - Instructor Training

The instructor is trained in distance learning methodology to include the learning management system (LMS) and related software either by a Georgia Virtual Technical Connection (GVTC) certified trainer or the SRTC Distance Education Department.

STEP 2 - Course Development

The instructor develops the distance education course. The SRTC Distance Education Department provides support as needed.

STEP 3 - Course Delivery

Once completed, the course is piloted or taught to students. The course is reviewed utilizing GVTC's Best Practices for Distance Education Courses Guide. The review addresses instructional design, learner assessment, technology, and course content ensuring the course is aligned with the Technical College System of Georgia's (TCSG) standards. The completed reviews are sent to the appropriate Program Chair and Dean for Academic Affairs. The Program Chairs are responsible for course revisions, and the Director of Distance Education or appropriate Dean for Academic Affairs is responsible for follow-up reviews.

STEP 4 - Periodic Reviews

Periodic reviews are scheduled at the discretion of the Director of Distance Education, appropriate Dean for Academic Affairs, Assistant Vice President for Academic Affairs, or the Vice President for Academic Affairs. Courses are reviewed by the designated reviewer(s) utilizing GVTC's Best Practices for Distance Education Courses Guide. The completed reviews are sent to the appropriate Program Chair and Dean for Academic Affairs. The Program Chairs are responsible for course revisions, and the Director of Distance Education or appropriate Dean for Academic Affairs is responsible for follow-up reviews.

Responsibility

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

Reference:

[GVTC's Best Practices for Distance Education Course Guide](#)
[SRTC Checklist for Distance Education Courses](#)

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