POLICY TITLE
eLearning

POLICY NUMBER
1-4180

Responsible Office: *Vice Chancellor for Academic and Student Affairs*	**Effective Date:** *03/15/2021*
Responsible Official: *Vice Chancellor for Academic and Student Affairs*	**Last Reviewed Date:** *07/01/2013*
Policy Classification: *Academic and Student Affairs*	**Origination Date:** *02/16/2007*

I.   POLICY STATEMENT

The policy applies to all matriculated eLearning courses offered by Baton Rouge Community College (BRCC). BRCC strives to offer quality programs and courses delivered by electronic means for the purpose of increasing student access. The purpose of this policy is to increase student access to learning opportunities, enhance the ability of the college to respond to learner needs, and assure quality of instruction.

II.   POLICY RATIONALE AND SCOPE

The policy provides protocols and guidelines for all eLearning courses offered by BRCC as well as training and certification requirements for all faculty provided by the Office of eLearning Programs. The policy encourages and enables faculty to develop quality online, hybrid and hyflex courses.

III.   POLICY AUDIENCE

The policy applies to all faculty, department chairs, and deans as well as any staff in a teaching role.

IV.   POLICY COMPLIANCE

The policy is designed to provide quality teaching and learning in compliance with SACSCOC Principles of Accreditation.

V.   POLICY DEFINITIONS

eLearning course – any course that is computer-mediated instruction as an online or hybrid course.

Online course – any computer-mediated course that is delivered 100 percent through a Learning Management System (LMS).

Learning Management System (LMS) – a learning management system is the software product used to deliver eLearning courses.

Hybrid course – any computer-mediated course that is delivered at 50 to 99 percent through a LMS.

Hyflex course – any computer mediated course that is delivered onsite and online simultaneously in a synchronous classroom.

SACSCOC – the accreditation body known as the Southern Association of Colleges and Schools Commission on Colleges.

Synchronous learning – type of learning in which learner(s) and instructor(s) are in the same place, at the same time, in order for learning to take place.

Asynchronous learning – type of learning in which the teaching and learning occur in different times and spaces particular to each learner.

VI.   POLICY IMPLEMENTATION PROCEDURES

Instructor Certification

Faculty teaching an eLearning course must be certified. The certification process is provided by the Department of eLearning. Initial certification is for five academic years. An alternative certification process is available to instructors who come to BRCC with previous eLearning training and teaching experience and that option will be verified by the appropriate department chair at the time of hiring. A letter of notification of credentials upon hiring will be sent to the Department of eLearning verifying each individual's credentials to teach online. Recertification can be achieved by completing an internal or external certification process.

Course Design Requirements

The College values academic freedom and encourages instructional innovation to further learning excellence and student success. Online and hybrid courses offerings shall contribute to the College goals of providing a distinctive educational experience, while working to eliminate opportunity gaps and meet retention and graduation goals.

Faculty have the responsibility for academic oversight, as well as making decisions related to all courses, programs and degrees across modes of delivery. All eLearning courses will be designed according to national design standards of quality (i.e. Quality Matters, Online Learning Consortium). All course material (curriculum, assessment, pedagogy) is the responsibility of the faculty in consultation with colleagues, department chairs, and deans.

The Department of eLearning is an additional consulting resource available to all faculty for instructional design. In addition to the best practices outlined in this policy, academic units or divisions are strongly encouraged to adopt and document additional guidelines specific to their discipline relating to the creation or scheduling of eLearning courses. These guidelines must be consistent with existing College policies and meet standards for learning and teaching.

Delivery Requirements

Faculty teaching eLearning courses agree to meet the following best practices with regard to course design and delivery in the LMS:

1. Creation of a student-centered learning environment by providing essential information in static form such as a detailed syllabus, stated equipment needs, and explicit communication on course expectations.
2. Creation of an active and engaging learning environment with dynamic activities to promote interactions and engagement.
3. Active presence in the course through the use of text-based technologies like forums, wikis, and instant messaging technologies or media rich applications.
4. Prompt response to student inquiries with faculty posted response times for students.
5. Promotion of student learning success through course organization and feedback that is well organized and easy for students to navigate.
6. Communication that is clear, polite, and precise to provide feedback and direction.

VII.   POLICY RELATED INFORMATION
BRCC Academic Affairs Policy 1.7060
BRCC Academic Affairs Policy 1.4660
BRCC Academic Affairs Policy 1.4040
BRCC Academic Affairs Policy 1.411
LCTCS Policy 1.011
LCTCS Policy 3.001

VIII.   POLICY EXCEPTIONS

Exceptions to this policy can only be approved by the Vice Chancellor for Academic and Student Affairs or the Chancellor.

IX. POLICY HISTORY AND REVIEW CYCLE

The policy origination and first effective date was 02/16/2007. The policy was last reviewed on 07/01/2013. The revision presented here supersedes the version approved on 07/01/2013. The effective date for this revision is the date on which the Chancellor for Baton Rouge Community College approves this revision.

X. POLICY URL

Policy can be viewed on the BRCC website

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL

Willie E. Smith, Sr., Ed.D.	03/15/2021
Chancellor	Date
	Effective Date of Policy