



Lamar State College Port Arthur

FACULTY HANDBOOK

Effective July, 1999
With 2013 Updates

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

APPENDIX O

DISTANCE EDUCATION ACADEMIC AND INSTRUCTIONAL POLICIES

I. OVERVIEW

A. Purpose and Scope

The purpose of this policy is to provide a framework for the development, implementation, and maintenance of formal degree and certificate programs and courses offered via distance education for academic credit at Lamar State College – Port Arthur.

B. Authority

The contents of the Policies listed below ensure the college's compliance with [Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter P](#), the [Texas State University System Rules and Regulations](#), and the [Southern Association of Colleges and Schools Commission on Colleges](#).

II. DISTANCE EDUCATION

- A. The definition used for distance education in this document is the one adopted by the Southern Association of Colleges and Schools Commission on Colleges:

For the purposes of the Commission on College's accreditation review, distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place.

Instruction may be synchronous or asynchronous. A distance education course may use the internet: one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

- B. Lamar State College – Port Arthur does not currently offer any courses via correspondence, video conference, pre-recorded video cassette, DVD, or CD-ROM. All Lamar State College – Port Arthur distance education courses are offered through an Internet based online course management system.

III. DISTANCE EDUCATION STANDARDS AND CRITERIA

- A. Institutional Issues (Authority – Texas Administrative Code 4.260)
1. All distance education courses that offer either semester credit hours or Continuing Education Units shall do so in accordance with the standards of the Southern Association of Colleges and Schools Commission on Colleges.
 2. The Office of the Vice President for Academic Affairs serves as the central repository for distance education program information and support structure. The Distance Learning Advisory Committee will serve in an advisory capacity to the VPAA on policy and operational issues related to distance education. Committee membership is determined by the VPAA.
 3. All instruction shall be administered by the same academic unit administering the corresponding on-campus instruction. The supervision, monitoring, and

evaluation process for distance education instructors shall be comparable to those for on-campus instruction. All subject content decisions will be the responsibility of the instructor and will be coordinated through the appropriate Lamar State College – Port Arthur academic structure no matter the delivery system.

4. All LSC-PA policies and procedures related to admission, withdrawals, and attendance will be the same no matter what delivery system is utilized. Admission to the college does not automatically admit students to a specific distance education program or course. Texas Higher Education Assessment requirements must be met before a student is admitted to a course that might require proficiency in related study skills. In addition, there are individual course prerequisites that must be met.
5. LSC-PA shall submit or not submit distance education courses for formula funding as required by the Texas Higher Education Coordinating Board formula funding general provisions (TAC Title 19, Part 1, Chapter 4.264).

B. Distance Education Programs and Courses (Authority – Texas Administrative Code 4.261, 4.262)

1. Each program that Lamar State College – Port Arthur offers via distance education shall be within the role and mission of the academic unit responsible for offering the instruction. There shall be no distinction between programs offered through distance education and those offered on campus. Unless otherwise provided, all policies, standards, and guidelines for on-campus instruction apply to programs delivered via distance education.
2. Each course that LSC-PA offers via distance education shall be on the College's inventory of approved courses and each program LSC-PA offers via distance education shall be on the offering academic unit's inventory of approved programs. There shall be no distinction between courses offered through distance education and those offered on campus. Courses offered via distance education shall have the same rigor and expected outcomes of on-campus offerings.
3. The quality of distance education instruction must meet the same standards as on-campus instruction. All face-to-face, online, and hybrid classes must be approved by the Vice President for Academic Affairs before development as outlined in the Faculty Handbook. For online courses, the *Principles of Good Practice for Electronically Delivered Courses and Programs* self-study must be completed and submitted to the Coordinator of Distance Learning for each first time course offering. Verification is then forwarded to the Vice President for Academic Affairs for approval to offer the course.
4. An academic unit offering a degree or certificate program shall comply with the standards and criteria of any specialized accrediting agency or professional certification board.
5. Each degree program offered via distance education shall be approved by the Texas State University Board of Regents. If the program is approved through all college levels, it will be transmitted by the Vice President for Academic Affairs to the Texas Higher Education Coordinating Board and Southern Association of Colleges and Schools Commission on Colleges for final review.
6. Students who enroll in distance education courses must satisfy the same requirements for admission to Lamar State College – Port Arthur, to the program of which the course is a part, and to the class or section itself as are required of on-campus students.
7. The instructor of record shall bear responsibility for the delivery of instruction and for evaluation of student progress.

C. Faculty (Authority – Texas Administrative Code 4.263)

1. Faculty shall be selected and evaluated by the same standards, review, and approval procedures used by the institution to select and evaluate faculty responsible for on-campus instruction. Faculty selection follows the same procedure at LSC-PA no matter what delivery system for the course is used.
2. The Coordinator for Distance Learning and the Information Technology Services Department shall provide training and support to enhance the added skills required of faculty teaching classes at a distance via electronic delivery.
3. The load value for a distance education course shall be the same as its equivalent on-campus course. The total number of students allowed to enroll in any distance education course shall be set by the appropriate division director in consultation with the dean and the instructor.
4. Lamar State College – Port Arthur encourages faculty members to develop courses to be delivered through distance education technology. Faculty members who create distance education courses are subject to the college's Copyright Policy as detailed in the Faculty Handbook.
5. Faculty compensation for developing and teaching distance education courses is outlined in the Faculty Handbook, Section IV, AC.3.
6. Lamar State College – Port Arthur, through the Coordinator of Distance Learning, shall provide information regarding the most current copyright laws to all faculty members, and faculty members shall adhere to those guidelines.

D. Student Support Services (Authority – Texas Administrative Code 4.264)

1. All advertising, recruiting, and scheduling information provided in campus publications or online regarding any distance education class or program shall include the prerequisite level of knowledge and skill necessary to complete the course successfully and clear and specific information on the technology needed to participate in the course. Where necessary, these publications shall include information on resources available to assist the student in using the required technology.
2. Students shall be provided academic and student support services—including academic advising, counseling, library and other learning resources, tutoring services, and financial aid—comparable to those available for on-campus students. Distance education students are provided academic support services by a variety of delivery methods, including, but not limited to, orientations, on-site conferences, links on web pages within Internet-based courses, the LSC-PA web site, the My.LamarPA web portal, e-mail, fax, and telephone.
3. Lamar State College - Port Arthur shall provide access to Gates Memorial Library services and resources through the campus library web page. Services include self-paced online tutorials and electronic reference assistance. Resources include extensive electronic holdings including e-books, e-journals, magazines, newspapers, data sets, graphics and audiovisual collections.

E. Distance Education Facilities and Support (Authority – Texas Administrative Code 4.274)

1. Distance education facilities (other than homes as distance education reception sites) shall be comparable in quality to those for on-campus instruction. Distance education students will have access to the same learning management systems as on-campus students.
2. The College shall support student and faculty access to on-line courses and on-line support services through the campus Internet connection or through access

provided in computer labs on campus. A help desk shall be provided by the Information Technology Services Department.

Approved by the Distance Learning and Technology Advisory Committee on November 29, 2012