

# ARIZONA WESTERN COLLEGE DISTANCE EDUCATION GUIDE FOR INCORPORATING THE PRINCIPLES OF GOOD PRACTICE INTO ELECTRONICALLY-BASED COURSES

## Introduction

To ensure that the quality of distance education is high the Higher Learning Commission – a commission of the North Central Association - requires that all distance education programs follow the *Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs* as developed by the Western Cooperative for Educational Telecommunications (WCET), a program of the Western Interstate Commission for Higher Education (WICHE).

The document below is the guide and evaluation to be utilized by AWC when development of a new electronically delivered course is completed. It is designed to determine whether the course confirms to the *Principles*.

**Institutions seeking approval for distance education plans through NCA must demonstrate that all courses adhere to the *Principles*.** Use of a course evaluation document such as this one is one way to demonstrate AWC adherence to the *Principles*.

## Course Information

Please be sure that information is accurate and complete.

Title of Course, Number:

Brief course description:

Name (s), title (s) of instructional faculty:

Name, title, phone number and e-mail of principal contact person:

Is this course for credit?

Is this a non-credit course?

Prerequisite (s) and/or required academic skills/background of students:

Number of students recommended:

## Technical Notes

Note: As you complete this section of the self-study, please consult with the appropriate staff at your institution.

Course Management Platform: Blackboard

Students will use a variety of browsers and hardware. Have you tested your course on a combination of browser versions and hardware platforms? (For example, Netscape 3.X on an older Pentium PC, or Explorer on a Mac running OS7.X). Please provide details.

Student Discussion/Chat:

Asynchronous (Threaded Discussion): \_\_\_\_\_ yes \_\_\_\_\_ no

Synchronous (Live Chat): \_\_\_\_\_ yes \_\_\_\_\_ no

Email: \_\_\_\_\_ yes \_\_\_\_\_ no

Additional Information:

Audio:

Number of segments: \_\_\_\_\_

Length of longest segment: \_\_\_\_\_

Method of delivery: Streaming via RealAudio \_\_\_\_\_; Quicktime or other \_\_\_\_\_; CD-ROM \_\_\_\_\_

Transcript of Audio Included \_\_\_\_\_ yes \_\_\_\_\_ no

Additional information as appropriate:

Video:

Number of segments: \_\_\_\_\_

Length of Longest segment: \_\_\_\_\_

Method of delivery: Streaming via Real/Media \_\_\_\_\_; Quicktime or other \_\_\_\_\_; CD-ROM \_\_\_\_\_

Transcript of Video Included: \_\_\_\_\_ yes \_\_\_\_\_ no

Additional Information as appropriate:

Does the program or course meet the guidelines of the Americans with Disabilities Act and specifically the Rehabilitation Act Amendments in Section 508. For information on the actual guidelines, see the following: <http://www.usdoj.gov/crt/ada/adahom1.htm> or <http://www.access-board.gov/508.htm>.

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Course Copyright and Permissions**

It is the responsibility of the instructor and her/his colleagues to ensure that all copyright provisions are met and that permission has been obtained as appropriate.

Have you confirmed that the inclusion of all course materials in the course not developed by the copyright holder meet “fair use” guidelines, or that you are otherwise exempt from liability from infringement, or you have received appropriate permissions from all copyright holders? Please work with AWC Library in ascertaining this and in obtaining appropriate permissions.

Information on copyright laws relating to the use of intellectual materials is available through institution inserts its own link to materials. (An example would be the UT System Copyright Crash Course Tutorial that is online at the UT TeleCampus. A link to this is: <http://www.telecampus.utsystem.edu> -> Faculty Resources -> First Steps.)

In any case where the institution and/or course author (s) contribute copyrightable expression, the institution and/or course author (s) warrant that they are the only owner (s) of the course and

have full power and authority to make this agreement; and that the course does not infringe any copyright, violate any property rights, or contain any scandalous, libelous or unlawful matter.

Name (s) of copyright holders:

Have you confirmed that the course materials and any course materials not developed by the copyright holder are “fair use” or that you are otherwise exempt from liability from infringement?

Yes \_\_\_\_\_ No \_\_\_\_\_ in Process \_\_\_\_\_

If not, have you acquired permission to use or link to the materials?

Yes \_\_\_\_\_ No \_\_\_\_\_ in Process \_\_\_\_\_

Additional Information/Comments as appropriate:

### **Principles of Good Practice**

*The Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs* were developed by the Western Cooperative for Educational Telecommunications and adopted by the Higher Learning Commission. These principles provide an outline for consideration when developing, teaching, or evaluating the quality of electronic instruction. Therefore, Arizona Western College recommends that all instructors complete this *Guide* as an assurance that all courses offered through distance learning at AWC meet these guidelines. It is not necessary for you to provide a positive answer to each question. However, those questions for which you report a negative answer may well represent areas in which should provide additional information/rationale for that decision.

### **Assumptions of the Principles of Good Practice**

1. The program or course offered electronically is provided by or through an institution that is accredited by an accrediting agency recognized by the Secretary of Education and the Committee on Recognition of Postsecondary Accreditation (CORPA, now continued under the Council on Higher Education Accreditation, or CHEA) and authorized to operate in the state where the program or course originates.
2. The institution’s programs and courses holding specialized accreditation meet the same requirements when offered electronically.
3. The “institution” may be a single institution or a consortium of such institutions.
4. These principles are generally applicable to degree or certificate programs and to courses offered for academic credit.
5. It is the institution’s responsibility to review educational programs and courses it provides electronically and certify continued compliance with these principles.
6. Institutions offering programs or for-credit courses are responsible for satisfying all in-state approval and accreditation requirements before students are enrolled.

### Principles of Good Practice: Curriculum and Instruction

1. The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.

Yes \_\_\_\_\_ No \_\_\_\_\_  
Degree or certificate (if applicable) \_\_\_\_\_

2. The course offered electronically is coherent and complete.

a. Necessary course materials are identified. Information on how to purchase or obtain materials online or via phone is provided, if necessary.

Yes \_\_\_\_\_ No \_\_\_\_\_

b. If students are not required to meet on campus, they can complete the course without physically visiting the institution offering the course. (i.e. all necessary instruction and support infrastructure is in place to serve the off-campus student.)

Yes \_\_\_\_\_ No \_\_\_\_\_

c. The course includes:

Note: A positive response is not required for every item below. However, those questions for which you report a negative answer may well represent areas in which should provide additional information/rationale for that decision. This section should be used as a checklist and should be dependent upon the course content and the target audience.

- Introduction Yes \_\_\_\_\_ No \_\_\_\_\_
- Course Title Yes \_\_\_\_\_ No \_\_\_\_\_
- Course prerequisites Yes \_\_\_\_\_ No \_\_\_\_\_
- Syllabus includes:
  - Course number and title Yes \_\_\_\_\_ No \_\_\_\_\_
  - Instructor name/contact number Yes \_\_\_\_\_ No \_\_\_\_\_
  - Required text including purchase information Yes \_\_\_\_\_ No \_\_\_\_\_
  - Learning objectives Yes \_\_\_\_\_ No \_\_\_\_\_
  - Descriptions of lessons/modules Yes \_\_\_\_\_ No \_\_\_\_\_
  - Information on course assessment Yes \_\_\_\_\_ No \_\_\_\_\_
  - Links to appropriate library and other learning resources Yes \_\_\_\_\_ No \_\_\_\_\_
  - Policies and Procedures of the course Yes \_\_\_\_\_ No \_\_\_\_\_
  - Calendar of all assignments Yes \_\_\_\_\_ No \_\_\_\_\_
- Pages of content
  - Graphical and multimedia elements Yes \_\_\_\_\_ No \_\_\_\_\_
  - PDF and other downloadable files Yes \_\_\_\_\_ No \_\_\_\_\_
  - Links to other Web sites Yes \_\_\_\_\_ No \_\_\_\_\_
  - Interactive exercises Yes \_\_\_\_\_ No \_\_\_\_\_
  - Evaluation instruments Yes \_\_\_\_\_ No \_\_\_\_\_

Link to online conference or chat Yes \_\_\_\_\_ No \_\_\_\_\_

- Technical support information or link Yes \_\_\_\_\_ No \_\_\_\_\_
- Technical requirements for the course Yes \_\_\_\_\_ No \_\_\_\_\_

3. The course provides for appropriate interaction between faculty and students and among students.

a. Interaction with and among students is achieved through (check all that apply):

Asynchronous discussion \_\_\_\_\_

Synchronous chat \_\_\_\_\_

Team projects \_\_\_\_\_

Individual email \_\_\_\_\_

Group email \_\_\_\_\_

Audio conference \_\_\_\_\_

Interactive Video (ITV) \_\_\_\_\_

Student posting of projects/assignments for review by faculty/other students: \_\_\_\_\_

Other \_\_\_\_\_

b. Feedback for students on assignments and questions will be provided in a timely manner and guidelines for feedback are defined or outlined in the syllabus or course menu.

Yes \_\_\_\_\_ No \_\_\_\_\_

Additional information as appropriate:

c. When teaching the course, the faculty member (s) will be available and present in the electronic classroom 5 out of 7 days to support and communicate with the students and oversee student projects and evaluation.

Yes \_\_\_\_\_ No \_\_\_\_\_

d. Students have the opportunity to interact with each other and with faculty and administrators outside of class to build a learning community.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Courses offered electronically are offered on the campus of the institution where the programs or courses originate.

a. Is this course part of the institution's course inventory?

Yes \_\_\_\_\_ No \_\_\_\_\_

b. Did this course obtain approval through the regular approval process used for all courses?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.

a. The course provides students with clear, complete and timely information on course goals and objectives.

Yes \_\_\_\_\_ No \_\_\_\_\_

b. The course specified necessary technology competence and skills.

Yes \_\_\_\_\_ No \_\_\_\_\_

c. This course meets the institutional standards for content, reflective learning, competencies, etc. as other courses?

Yes \_\_\_\_\_ No \_\_\_\_\_

d. Student learning online is comparable to student learning offered at the campus where the program or course originates?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Principles of Good Practice: Institutional Context and Commitment**

1. The course and associated technology requirements are consistent with the institutional technology policies.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Course announcements and catalog entries provide appropriate information about the course and services associated with the course. Note: If 50% of the course content is delivered electronically or off-campus, it must be listed as a distance learning course in the official schedule of courses and in all promotional materials.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.

Registration: Yes \_\_\_\_\_ No \_\_\_\_\_

Financial Aid: Yes \_\_\_\_\_ No \_\_\_\_\_

Library Resources: Yes \_\_\_\_\_ No \_\_\_\_\_

Counseling: Yes \_\_\_\_\_ No \_\_\_\_\_  
Tutoring: Yes \_\_\_\_\_ No \_\_\_\_\_  
ADA Services: Yes \_\_\_\_\_ No \_\_\_\_\_  
Career Services: Yes \_\_\_\_\_ No \_\_\_\_\_  
Technical Support: Yes \_\_\_\_\_ No \_\_\_\_\_

4. The institution has admission/acceptance/placement criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course. This would include, if appropriate, prerequisite technical and/or content background.

Yes \_\_\_\_\_ No \_\_\_\_\_

5. The institution provides you and your co-developers (when applicable) support services specifically related to teaching via an electronic or distance format.

Yes \_\_\_\_\_ No \_\_\_\_\_

6. The institution provides training for you and your co-developers who teach via the use of technology.

Yes \_\_\_\_\_ No \_\_\_\_\_

What training have you and/or your co-developers received (check those that apply):

- a. General technology skills workshops \_\_\_\_\_
- b. Web-course development and delivery workshops \_\_\_\_\_
- c. Online teaching techniques (pedagogy) \_\_\_\_\_
- d. Instructional design \_\_\_\_\_

7. The institution provides support for you and your co-developers as they revise the course.

Yes \_\_\_\_\_ No \_\_\_\_\_

8. The institution provides adequate equipment, software, and communications access to you and your co-developers to support the interaction with students, other faculty and other institutions or services.

Yes \_\_\_\_\_ No \_\_\_\_\_

9. Courses offered electronically may also be offered on the campus of the institution where the programs originate. Indicate below the status of this course as it relates to on-campus sections of the same course.

- a. A separate section of this course is sometimes taught on campus.

Yes \_\_\_\_\_ No \_\_\_\_\_

10. Will this course be a part of or in addition to the assignment of you and your co-developers?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Principles of Good Practice: Evaluation and Assessment**

1. Students will be given an opportunity to evaluate this online course.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Student achievement in the course will be assessed.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. The effectiveness of the course will be evaluated by students at regular intervals.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. You and your co-developers will use the results of assessment to make necessary revisions of this course at regular intervals.

Yes \_\_\_\_\_ No \_\_\_\_\_

**Faculty and Institutional Commitment/Approval**

This signature page must be completed and returned along with the answers to the course self-study. It should be completed and signed by the instructional faculty and the appropriate Division Chair, Associate Dean of Distance Education, Dean, and the Vice President for Learning Services.

**Faculty Commitment**

The answers to the questions in this self-study are accurate and truthful. All efforts have been made to ensure that copyright permissions have been obtained. All efforts have been made to comply with institutional policies regarding technology and other learning resources.

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_

**Division Approval (Division Chair)**

The answers to the questions in the self-study are consistent with departmental practice.

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Associate Dean of Distance Education Approval**

The answers to the questions in the self-study are consistent with teaching and learning practices.

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean Approval**

The answers to the questions in the self-study are consistent with teaching and learning practices.

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Institutional Commitment (Vice President)**

The answers to the questions in the course self-study are consistent with college policy and procedures.

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The completed course self-study will be housed by in compliance with College practices to include: the Office of the Dean of Instruction, the Office of Distance Education, and the Office of Transfer Curriculum and Articulation and used as part of the institutional plan for distance education activities and accreditation approval.

Adopted \_\_\_\_\_ Date \_\_\_\_\_