



Policy & Procedure No. 1.000  
**Nunez Community College**

**Title: Electronic Learning Policy  
(e-Learning)**

**Effective Date: 10-20-18**

**Last Revision Date:**

**Cancellation:**

**Department/Office: Academic Affairs**

*Electronic Learning (e-Learning) Policy*

**PURPOSE**

In accordance with Louisiana Community and Technical College System Policy (LCTCS) 3.001, Electronic Learning Policy Statements, Nunez Community College strives to offer quality programs and courses delivered by electronic means. Adhering to the established principles set forth by the Louisiana Board of Regents, the College utilizes distance learning to:

- Increase student access to learning opportunities;
- Enhance the ability of the colleges to respond to learner needs;
- Respond to workforce development needs; and
- Assure quality of instruction to place- and time-bound students.

The College abides by the requirements and guidelines of the Louisiana Board of Regents Policy 2.12, Delivery of Degree Programs through Distance Learning and LCTCS E-Learning Policies to ensure quality instruction and effective management of distance learning offerings.

Nunez Community College strives to support a student-centered environment, through e-Learning, that focuses on quality academic content and assessment. All classes approved and offered must adhere to the principles of active learning and maximize student engagement. In the same way, the certified faculty must be committed to providing instruction that promotes and enhances student success.

**Scope and Applicability**

This policy and procedures memorandum applies to all students enrolled in, and faculty who have developed and/or taught online courses at Nunez Community College.



**Policy & Procedure No. 1.000**  
**Nunez Community College**

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**POLICY**

**Definition of E-Learning**

The definition of *e-learning* as used in this document is here after referring to the delivery of instruction that occurs through electronic means. E-Learning education refers to the formal educational process for any credit-bearing course developed or offered by the College in which the majority of the instruction occurs with the students and instructor separated by distance/space.

**Types of Online Learning**

**Online Courses:** is any credit-bearing course in which the majority of instruction is delivered via the Internet.

- a. **Hybrid Course** is defined by 50% or more but less than 100% of the course is delivered online.
- b. **Online Courses** is defined by 100% of the course is delivered online.

**LCTCS E-Learning Coordinators Committee**

The Chancellor of Nunez Community College shall nominate an official college representative to the LCTCS e-Learning Coordinators Committee. This statewide committee shall serve as the advisory committee responsible for developing and monitoring policies for the e-learning initiatives of the LCTCS colleges.

**College-Level Electronic Learning Committees**

Nunez Community College shall establish an e-Learning Committee (Educational Technology Committee) or comparable process for developing and monitoring policies to govern the e-Learning environment and delivery.

**Quality Assurance**

Nunez Community College Chancellor and Vice-Chancellor of Academic Affairs are ultimately responsible for the quality of the e-Learning that is delivered by his or her institution. Courses offered through e-Learning must meet the same requirements and quality standards as those established for credit coursework offered at the college through traditional means. These include, but are not limited to, policies and procedural requirements related to curriculum and program development, review and approval; faculty qualifications; faculty course load; faculty evaluation and improvement of instruction; student performance; student opinion/rating/evaluation of instruction; teacher-student interaction; and student support services.



## Policy & Procedure No. 1.000 Nunez Community College

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Students enrolled in e-Learning courses must:

1. Be afforded comparable student support and access to learning resources and services as those provided to students in traditional courses;
2. Are subject to the same college policies and procedures as published for all students.
3. Possess basic computer skills (e.g., creating, opening, saving copying, and printing files, using email and the Internet); and complete the NCC online orientation; or, demonstrate evidence of completion of basic computer course;
4. Have consistent access to a computer with high speed Internet connection other than on campus (cellular devices may not provide complete access);
5. Have an active and current email address;
6. Have access to any software as required by the course;
7. For hybrid courses, students are expected to participate in the face-to-face component of the course as determined by instructor;
8. For hybrid courses, students enrolled must be able to take their final exam on campus, or, at an approved site or through an approved proctoring method;

### **Approval Process**

Programs, as distinct from courses, for which approval would be sought to deliver electronically, must satisfy all requirements of the state and applicable accrediting bodies.

### **Reporting Processes**

All electronic course offerings and enrollment data are to be reported through the normal LCTCS and Board of Regents coordination of programs and data collection processes. Nunez Community College must report student enrolling in courses and programs delivered via distance education technologies and have them coded in a distinct fashion such that the data can be disaggregated from other aggregated student enrollment data.

### **Other Legal Considerations**

Nunez Community College shall ensure compliance with all applicable student privacy, disabilities, and nondiscrimination state and federal statutes. Nunez shall also ensure compliance with all applicable copyright laws concerning the use and transmission of films, videotapes, recording and other protected works. Nunez shall ensure compliance with all applicable policies regulating intellectual property, including but not limited to the LCTCS policy on Intellectual Property.



**Policy & Procedure No. 1.000  
Nunez Community College**

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**Financial Considerations**

Nunez Community College is encouraged by the LCTCS to utilize stable funding sources for the support of electronic/distance learning rather than to rely upon ad hoc or temporary sources of funding. The Board of Regents support the position that institutions should be able to establish separate fees to cover the costs associated with the electronic delivery of credit and non-credit instruction. Fees are to be consistent with LCTCS policies and state legislation. The Board of Regents will provide guidance for the establishment of fees for electronic delivery of instruction and reserves the right to review established fee structures and policies governing the establishment of such fees.

This policy should be reviewed in the 2020-2021 academic year with implementation of Student Success Taskforce recommended changes to Developmental Education.

*Review Process:* Provide/edit example table below to document review process and all reviewing entities

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Educational Technology Committee	08-28-2018	10-20-2018
X	Academic Council	10-05-2018	10-20-2018
X	Chancellor’s Council	09-21-2018	10-20-2018

*Policy Referenced: LCTCS Policy 3.001  
SACSCOC Policy – Distance and Correspondence Education*

*Distribution:* Distributed Electronically via College’s Internet on **10-20-18**

***Chancellor’s Signature/Approval***

SIGNATURE: 

DATE: 10/20/2018

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Tina M. Tinney, Ed.D.  
Chancellor