

LAMAR STATE COLLEGE-ORANGE

DISTANCE EDUCATION INSTITUTIONAL PLAN

Section 1

Institutional Issues

- Yes 1. The institution documents compliance with *The Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs*.
- Yes 2. Distance Education is consistent with the institution's educational mission.
- N/A 3. The institution has an assessment process for evaluating the rationale behind the proposal of complete degree and certificate programs for delivery via distance education.
- Yes 4. The institution evaluates the overall effectiveness of its distance education program by assessing progress toward meeting its institutional goals.
- Yes 5. The institution has an officer responsible for distance learning in a position that is appropriate for the institution and the size of the distance education program.
- Yes 6. The institution has established requirements for admissions, satisfactory student progress, and graduation requirements for distance education.
- Yes 7. Policies relevant to transcripting, grading, and transfer credentials are in place.
- Yes 8. The institution has a process in place to address the needs of distance learners who fall under the Americans with Disabilities Act (ADA).
- Yes 9. SACS and other professional credentialing agencies have been notified, as appropriate.
- Yes 10. The institution has sufficient financial resources to initiate and sustain quality distance learning courses and programs, and the support services that accompany them, and a process by which funding is distributed to support distance education.

Section 2

Educational Programs

- N/A 1. The institution has procedures in place for planning, development, approval, and review of quality distance education programs; and for meeting external accrediting bodies' standards.
- Yes 2. The institution has plans/procedures for assessing student learning outcomes, student retention, and student satisfaction in its distance education programs and courses; and for using the results of the assessment to improve courses and programs.
- N/A 3. Explain procedures that are in place to evaluate all instructional materials developed by other organizations or institutions prior to use in distance education.

Section 3

Faculty

- Yes 1. The qualifications for distance education faculty are the same as faculty teaching the same courses in a traditional on-campus format.
- Yes 2. The institution provides orientation and training for faculty involved in distance education programs.
- Yes 3. Procedures are in place for appropriate evaluation of faculty involved in the distance education program (such as procedures that evaluate faculty-student interaction).
- Yes 4. Please describe the role of faculty in development and evaluation of courses and their role in affirming adherence to the Principles of Good Practice.

Section 3 (continued)

Faculty

- Yes 5. A policy exists that addresses faculty teaching load for those involved in distance education.
- N/A 6. A process exists for evaluating the credentials of faculty employed by other institutions who are teaching courses for which your institution is awarding credit.
- Yes 7. The institution has policies on intellectual property, faculty compensation, copyright guidelines, and the distribution of revenue (if applicable) that are appropriate for distance education.

Section 4

Student Support Services

- Yes 1. The institution provides distance learners access to appropriate student services. Please describe the support services to distance education students in each of the following areas and how they are evaluated: admissions, registration, academic advising, remedial services, placement services, testing and assessment, orientation, computing departments, financial aid offices, counseling, and help desk/hot line.
- Yes 2. Distance learners have access to library resources of an appropriate breadth and quality for the distance education program(s) offered.
- N/A 3. Creating learning communities for distant students is an emerging distance education trend. If your institution has or is developing mechanisms for students to be involved in non-content-oriented learning communities (like cafes).

Section 5

Distance Education Facilities and Support Services

- Yes 1. The institution has available the facilities and equipment necessary to deliver its distance learning program.
- N/A 2. Arrangements have been made for off-campus delivery of required laboratories, clinical placement sites, workshops, seminars, etc., associated with distance learning activities.