Aiken Technical College

Procedure

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<th>Procedure Number: 4-4-113.2</th>
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<td>Quality Standards</td>
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<td>Title: ONLINE LEARNING</td>
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<td>Institutional Authority:</td>
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<td>Chief Institutional Effectiveness and Accreditation Officer</td>
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<td>Associated SBTCE Policy/Procedure:</td>
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<td>Governing ATC Policy: 4-4-113</td>
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Approved: [Signature]

Date Adopted: 08/16/2010

Date Revised: 04/01/2019

President

Chief Institutional Effectiveness and Accreditation Officer

Disclaim

Pursuant to section 41-1-110 of the code of laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency.

The College is committed to providing quality online teaching and learning and to this end has implemented Quality Standards for Online Learning (QSOL).

The QSOL outlines standards for students including course expectations, communication, assessment, and support services. QSOL also outlines standards for faculty including faculty support, online instructor certification, and assessment, course communication, student-faculty relationships, course management, and student success initiatives. Faculty are oriented and receive professional development on the QSOL in the Online Instructor Certification Program. The QSOL is located in Addendum 1.
Addendum 1

Quality Standards for Online Learning

Students
1. Course Overview
   1.1 Students are able to evaluate their readiness for online learning.
   1.2 The course syllabus is available in an electronic format and easily located within the online course.
   1.3 Contact information for the instructors is made available to all students.
   1.4 Content is sequenced and structured clearly.
   1.5 Technical expertise and equipment required is communicated with students.
   1.6 Students are expected to follow the College's Attendance Procedure for Online Courses, outlined in Procedure 4-4-110.2.

2. Interaction and Communication
   2.1 The student is able to interact with the course content in a variety of ways. (Podcasts, Simulations, Practice Tests are examples).
   2.2 The course provides for timely and appropriate interaction between students & faculty and among students.
   2.3 The instructor responds to student questions in a clear, concise and timely manner.
   2.4 Communication and collaboration between students is encouraged.
   2.5 Communication between the instructor and individual students is kept private and remains confidential.
   2.6 Creative and intellectual efforts are employed to present materials to students.
   2.7 Connections are made between course content and current events and workplace skills.

3. Assessment
   3.1 Students must have access to information about their progress in the course.
   3.2 All course activities and evaluations are directly related to the learning outcomes of the course.
   3.3 Assignments are graded and returned with substantive constructive feedback.
   3.4 Graded assignments and exams will be returned in a timely manner (less than one work week).
   3.5 Students are given opportunity to assess the class and the instructors and the feedback is used to make improvements to the course for the next semester.
   3.6 Online students follow the College's procedures for resolving grading or other academic concerns.
   3.7 Students will take their final exam on campus or at an approved testing site.
4. Support

4.1 Students will be given information about obtaining assistance in using the technology employed, including orientations, and E-learning support.

4.2 Students have access to appropriate library resources and are given opportunities to learn how to use them effectively.

4.3 All students with disabilities that are documented by student services are handled in a confidential fashion and given reasonable accommodations as outlined in college policies.

4.4 Appropriate facilities, tutoring and student services are made available to all students.

4.5 The technology used is appropriate to the learning outcomes of the course and expectations concerning the use of technology is clearly communicated with the students.

Faculty

5. The Workplace

5.1 Instructors strive to create an academic environment that supports and encourages the vigorous, and constructive exchange of ideas.

5.2 The college provides instructors with guidelines regarding intellectual property.

5.3 The college assists faculty with questions related to copyright.

5.4 Instructional support and training is provided by the Teaching and Learning Excellence Division.

5.5 Faculty support for distance education is provided through the Department of Teaching and Technology.

5.6 College policies are easily accessible to the instructor and the instructor adheres to them.

5.7 The instructor participates in professional development activities that add to their subject knowledge and effective teaching methodologies.

5.8 Standard course shells are provided for courses taught by multiple instructors.

6. Technical Skills

6.1 Before offering an online course, the instructor has completed the Certification for Online Learning offered through the Department of Teaching and Technology.

6.2 The instructor has the technical skills needed, as defined by the Director of Teaching and Technology, to teach courses in an online environment.

7. Evaluating Student Learning

7.1 The instructor provides activities that allow the students to demonstrate their knowledge of course content.

7.2 The instructor provides opportunities for students to think critically about course content.

7.3 The instructor uses material that is current, relevant and engaging.

7.4 The instructor uses classroom assessment techniques to provide opportunities for self-evaluation.
8. Student success
   8.1 The Department of Teaching and Technology provides students the opportunity to test their readiness for online learning.
   8.2 The instructor communicates the expected learning outcomes and how they relate to program learning outcomes.

9. Faculty-Student Relationship
   9.1 The instructor respects the diversity of the students and provides instruction methodologies that engage all learning styles.
   9.2 The instructor provides opportunities for students to be actively engaged in learning and applying the course content.

10. Course management
    10.1 The instructor develops exercises for critical thinking & uses collaborative methods of instruction to help their students achieve success and stay engaged with course material.
    10.2 The instructor plans all instructional activities prior to the start of the course.
    10.3 The instructor develops the course using best practices of instructional design.
    10.4 The instructor assumes responsibility for ensuring the quality of instruction and rigor of the course.