

DEFINITION OF DISTANCE EDUCATION

“Distance education is defined, for the purpose of accreditation review as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as 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, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

Source: 2011 Distance Learning Guidelines, Policies and Procedures Manual

Classifications and Definitions:

Course classifications and definitions currently are:

1. **Web-Enhanced:** Is a regular class (face-to-face) that utilizes web or the designated college adopted Learning Management System course shell for resource material, instruction, syllabus, and uploads of assignments only. Classes must meet as scheduled on campus. No in-class time can be substituted for time spent in the LMS course shell for resources. A web-enhanced course does not require Curriculum Committee approval. However, if a student needs to use any technology for a face-to-face class, such information must be stated in the syllabus clearly. If the information is not stated in the syllabus, students will not be required to use technology for the course.
2. **Hybrid:** If one or more class sessions (up to 50%) is replaced with online content and/or activities, it is considered a Hybrid course. The instructor must not hold the class 100 percent online. Teaching must be a combination of face-to-face instruction and online teaching through the college adopted LMS (not to exceed 50 percent). A Hybrid course can utilize features of the Learning Management System, such as course documents, discussion boards, virtual classrooms, groups, assignments, external links, digital drop boxes and grade books, etc. The course can be offered during regularly scheduled class times or with Online components that replace some of the regularly scheduled class meetings. Notice of face-to-face class sessions will be given by instructors in their syllabus. Hybrid courses must be approved by the Curriculum Committee and noted as such in any published schedule of classes.
3. **Online:** An Online course is offered 100% online. Instructors must not require students to meet face-to-face at any time, including, but not limited to office hours, homework, tests, and distribution of resource materials. Students cannot be required to attend a physical classroom when participating in an online course. An online course shall utilize features of the Learning Management System, such as course documents, discussion boards, virtual classrooms, groups, assignments, external links, digital drop boxes and grade books, etc. All course instruction, materials, assignments, and discussions are posted and done online. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses; they are offered in a more flexible and independent environment. Online

courses must be approved by the Curriculum Committee and noted as such in any published schedule of classes.

NOTE: LASC INSTRUCTORS MAY TEACH AN ONLINE CLASS AND REQUEST A SHELL, ONLY IF THEY HAVE BEEN CERTIFIED WITH LASC'S CURRENT LMS.