

Distance Learning Checklist

This checklist must accompany every submission of a course change form that requests a change in delivery mode.

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.*** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/something>).

Course Number and Prefix:	Date:
Instructor Name:	Instructor Email:

Curriculum and Instruction	
1.	How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?
2.	How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.
3.	How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.
4.	Will offering this course via DL result in 25% or 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? If yes, which program(s)?
5.	How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

Library and Learning Resources	
6.	How do course requirements ensure that students make appropriate use of learning resources?
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
Student Services	
8.	How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.</p>
10.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: _____ Instructor Signature: _____</p>

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PLACE THE UNIVERSITY-LEVEL STATEMENTS ONLINE.

University-Level Statements	
<i>Curriculum and Instruction</i>	
1.	The faculty assumes responsibility for, and exercises oversight of, DL, ensuring both the rigor of the programs and the quality of instruction.
2.	The syllabi used for DL courses conform to faculty-approved “Distance Learning Syllabus Standards.”
3.	<p>The technology used is appropriate to the nature and objectives of the course and expectations concerning the use of such technology are clearly communicated to students and is clearly identified from the outset of the course.</p> <p>TASC and DLP are prepared to meet with faculty to aid in determining effective delivery methods for DL course content.</p>
4.	There is currency of materials, programs, and courses. Program and course descriptions are kept up to date and are available online.
5.	<p>DL policies are clear with respect to intellectual property and faculty compensation. For specific regulations, please refer to <i>Administrative Regulations II-1.1-3 (“Intellectual Property Disposition and Administrative Regulation”)</i>. In cases where faculty members/departments wish to commercialize products developed with DL assistance, or they wish to transport products to external locations, they must submit the request to the UK Intellectual Property Committee (http://www.econdev.uky.edu/ip-committee.html) for determination of the University’s material interest.</p> <p>DLP provides colleges and departments with funding models for DL course and program development and delivery. Contractual statements are sent to academic units on a semester basis.</p> <p>DLP supports funding of minimum copyright fees for DL faculty. DL faculty submit syllabi to the UK Libraries’ E-reserves office staff for review of resources/materials.</p>
6.	Faculty support services are appropriate and specifically related to DL. TASC and DLP managerial and support staff provide a diverse range of support services for DL faculty, which includes audio-visual services, DL networks support, instructional technology, graphics and multimedia production, and educational development, as well as course development, marketing, funding and grant support.
7.	<p>The faculty who teach via DL have received appropriate training for DL delivery and such training is available on a regular basis.</p> <p>TASC and DLP provide DL faculty with ongoing face-to-face and virtual workshops, consultations and tutorials.</p> <p>Faculty evaluation regularly occurs within the university and the same standards are applied to both DL and classroom activities. Faculty responsible for DL instruction are appointed, evaluated and promoted by the same standards and procedures as are all other faculty.</p>
8.	<p>UK’s admission and recruitment policies and decisions for distance learning are equivalent to UK’s admission and recruitment standards for traditional degree programs.</p> <p>The accreditation standards for UK’s DL-delivered programs also include evaluation of DL and</p>

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	remote sites.
9.	<p>Comparability of DL programs to campus-based programs and courses is ensured by the evaluation of educational effectiveness, including assessments of student learning outcomes, student retention, and student satisfaction.</p> <p>TASC and DLP and the Office of Institutional Research, Planning and Effectiveness provide the Midterm and Summative Evaluation instruments for online course and teacher evaluations. Results are distributed to respective instructors, and to the department upon request.</p>
Library and Learning Resources	
10.	<p>Students are made aware of the help and resources available through DL Library Services.</p> <p>DL Library Services works in collaboration with DLP to provide help and resources to DL faculty and students including information literacy, research assistance, access to electronic databases, interlibrary loan, copyright assistance and electronic reserves.</p>
Student Services	
11.	Students have adequate access to the range of services appropriate to support the programs, including admissions, financial aid, academic advising and delivery of course materials, and placement and counseling. Students are encouraged to utilize the resources of the Career Center as well as to contact directors of undergraduate and graduate studies in the student's field of interest for additional career and academic information.
12.	Students have an adequate procedure for resolving academic complaints. The Code of Student Conduct, which is available online (http://www.uky.edu/StudentAffairs/Code/), documents the procedures for academic complaints. In addition, students are encouraged to utilize the knowledge and resources of the Office of the Ombud (http://www.uky.edu/Ombud/).
13.	Advertising, recruiting, and admissions information adequately represent the programs, requirements, and services available to students.
Facilities and Finances	
14.	Equipment and technical expertise required for DL is available to faculty and students.
15.	Long-range planning, budgeting, and policy development processes reflect the facilities staffing, equipment and other resources essential to the viability and effectiveness of the DL program.
16.	<p>TASC and DLP support students enrolled in DL courses through providing:</p> <ul style="list-style-type: none"> • Online learning readiness self-assessment in technical, lifestyle and learning categories; • Minimum requirements for computer hardware and software as well as links to specified browser applications; and • Technical support for DL students, in cooperation with Information Technology.