

Rationale for revision to Policies and Procedures No. 14
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Policy and Procedures Memorandum No. 14, “Standards for Distance Education Courses,” describes policies and procedures for the conversion of courses to a distance or hybrid delivery, and basic quality standards. It was last revised in September, 2009.

An additional document, entitled “Procedures, Requirements, and Guidelines for Online Course Conversion” was published in 2008. This document outlined some specific guidelines for the approval of course conversions, and specific definitions of hybrid and distance courses.

In the Fall of 2010, the Technology Coordinating Committee (a Standing Committee) appointed a sub-committee including faculty and administrator representatives to consider revisions to P and P 14. Topics considered in this revision included:

- definitions of various delivery modes that are more consistent with current practice;
- clear authority relationships among individual faculty members, the Department, and the Office of Distance Education in converting and approving courses
- to the extent that the 2008 guidelines were intended as requirements, to include them in the approved policy document.

The revised policy document draft was completed two years later, and presented to the IWC in November, 2012. The IWC returned the draft to the TCC for further revision. Members of the revision sub-committee met with the Dean to discuss further revisions and clarifications, and these were approved by the TCC in Spring 2013. The IWC also asked that the revision be presented to the Department Heads for comment.

The proposed revisions will be presented to the TCC in Spring 2014.