Distance Learning Faculty Guidelines

Daytona State College provides two types of distance learning courses: **online** and **hybrid.**

- **Online courses** are offered 80% - 100% online. However, meeting dates may be scheduled for proctored exams if desired.
- **A hybrid course** replaces some face-to-face class time with online instructional time. Hybrid courses allow between 30% - 79% online instruction. The remainder is face-to-face instruction.

Distance Learning Courses

New Course Offerings: New distance learning offerings follow the same approval process as face-to-face courses. All college credit courses that have been approved and entered into the College's course catalog database will automatically be created in the Falcon Online 45 days before the course start date.

Course Naming Conventions: Course naming conventions will reflect those adopted by the College.

Course Management: Academic Department Chairs are responsible for the management of distance learning courses: scheduling, instructor assignments, enrollment issues, and updating the College's course catalog database.

Course Development: Distance learning courses developed for Daytona State College are subject to the standards set forth by the College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other appropriate accrediting bodies. Courses are accepted for delivery once they have met these standards and approved by the Academic Department to comply with student outcomes in alignment with the Master Course Description.

Daytona State College maintains standards assuring quality for the distance learning courses that include the following:

- A distance learning course or program must meet the same student learning outcomes as an on-campus class.
- Evaluation procedures for faculty involved with distance learning courses will be equitable to those used for on-campus instructional faculty.
- Departmental evaluation of content and student course outcomes will provide a mechanism for continuous course improvement.

Courses developed for distance learning are the property of Daytona State College unless otherwise agreed by the College.

Curriculum: The Academic Departments are solely responsible for curriculum content, development, review and evaluation, and student learning outcomes.

Course Design: Faculty are responsible for the instructional delivery of distance learning courses. It is the responsibility of their Academic Department to ensure the quality of their courses.

Teaching Distance Learning Courses

Every course offered through Falcon Online exemplifies commitment to academic quality, which is the hallmark of Daytona State College's educational offerings. In order to teach distance learning courses, a faculty member must hold the appropriate credentials in their respective discipline as specified by the SACSCOC or other appropriate accrediting bodies and complete Learning Management System (LMS) training.

The LMS at Daytona State College is Falcon Online. Falcon Online allows faculty to share course materials with students, keep grades, facilitate discussions, and administer assessments.

Falcon Online Training:
- All faculty must complete:
  - **D2L101: Introduction to Falcon Online**
  - **D2L102: Advanced Falcon Online and Online Pedagogy**
  - **Substantive Interaction**
- All online faculty are required to complete:
  - **Universal Design for Learning/Accessibility Training**
  - **Learning Object Repository Training**
  - **Faculty Toolset**
  - **Applying the Quality Matters Rubric**

Other workshops, seminars, and resources are also provided to assist faculty. Faculty who teach in the face to face or hybrid modalities should complete the 12 hours of training within the first semester of being enrolled in these 3 foundational workshops. Faculty who teach fully online classes will have 2 ½ semesters to the complete the 45-hour online faculty training series. These workshops are itemized above.

Technical Support: The Helpdesk is available for faculty to help with distance learning issues.

Technical problems arising from third-party content are not the responsibility of the Helpdesk. The Helpdesk is only responsible for maintaining Falcon Online. However, faculty using third-party content in their courses should notify the Helpdesk at least three months in advance of the start of the course to allow time to test and import the materials.

Archiving Courses: It is the responsibility of the instructor to backup his/her course. Courses will be removed after three years.

Distance Learning Course Standards College Policies: Distance learning courses follow the College's policies for Attendance Verification, Academic Integrity, and Course Withdrawal.

Copyright: Faculty must abide by all U.S. and international copyright laws regarding content placed in a distance learning course.

Accessibility: It is the responsibility of faculty to use the available resources to ensure that their course materials, including publisher content, meet the standards established by the World Wide Web Consortium (W3C) Web Access Initiative (WAI) and Section 508 of the Rehabilitation Act.

Student Support Services: Distance learning students will have access to appropriate academic and instructional support services such as:

- Online tutoring through the Academic Support Center
- Helpdesk
- Academic advising through Advising
- Electronic library services through the Library
- Online writing help through the DSC/UCF Writing Center

For more information about the Faculty Innovation Center and required trainings, visit the Training & Workshops page.