

Distance Education

The Distance Education Department (DE) serves instructors and students and supports the use of ANGEL, our course management system. DE supports telecourses, online courses, hybrid courses, and use of ANGEL to supplement any other course. DE also assists departments or individuals using ANGEL for other purposes, such as departmental groups.

Distance Education Definitions, Policies and Procedures

- **Online courses** allow students to complete all course requirements at a distance via the Internet. Students are not required to come to campus for any instruction in the course. However, events with flexible scheduling, such as tests given at the Test Center or conferences with the instructor, may be required.
- **Hybrid courses** allow students to complete a portion of course requirements at a distance and a portion with regular campus attendance at scheduled class times. Dates and times of required on-campus attendance are listed in the MCC Credit Schedule.
- **Telecourses** are completed at a distance. Generally consist of a textbook, student study guide, and a multimedia component such as a CD-Rom, DVD or video, they start at a variety of times throughout the semester and run 18 weeks each. Some telecourses use ANGEL to support the class and some use only the US mail or campus pick-up and drop-off of paperwork or other items. In some telecourses, students have the ability to complete their course work early or self-pace. DE oversees telecourse licensing and duplication, mailing of introductory letters, and posting of telecourse information and syllabi on the DE website at <http://www.mchenry.edu/telecourses>. Instructors are also sent student telecourse mailing labels in order to communicate with their students individually.
- **ICE courses** allow students to take online courses at other colleges within the ICE system, which is provided by the Illinois Community College Online (ILCCO). DE facilitates the ICE process with the following administration:
 - Providing ICE information listed in the credit schedule
 - Facilitating imported/exported seat requests
 - Gathering student information including email addresses
 - Sending out login information
 - Creating users and enrolling students in ANGEL
 - Supporting Help Desk calls
 - Facilitating test and grade exchanges
 - Confirming attendance and withdrawals
 - Training faculty and staff on the use of the ICE system
 - Managing ICE rollover functions
 - Facilitating student requests for ICE courses not listed in the credit schedule
 - Working with academic departments to determine imported/exported ICE courses and seat requests

Distance Education Training

The departments of Distance Education and Professional Development offer a number of training sessions related to the ANGEL learning management system and other online instruction skills and tools. Current course listings can be found on the Professional Development website. Tutorials and an overview of the training sequence can be found on InsideMCC.

Distance Education – Instructor Reminders

Telecourses:

1. Five (5) weeks prior to the start of a new telecourse section, create and forward a digital copy of course syllabus to your department secretary who will create an E-syllabus and forward it to DE. In the event that a student cannot access a syllabus, special arrangements can be made by contacting DE.
2. Coordinate all testing/exam activity with the Testing Center. List on telecourse syllabus approximate times allotted for each test/exam, so students can plan to come to the Testing Center at least 2½ hours before closing.
3. Along with Department Dean and Chair, please share with DE any interest in new telecourse licensing and/or multimedia options. New telecourses and new license renewals are determined in collaboration with DE and Executive Deans and appropriate approvals secured prior to fiscal year budget development.

Online and Hybrid Courses:

1. Course shells should be opened on the first day of class.
2. Courses should be checked every day and questions from students handled.
3. Instructors must have access to high-speed internet connections at home.
4. After any new online or hybrid course is offered for three semesters, the department chair and executive dean will review enrollment for the course. If enrollment has not been sufficient, the course will be put on hold.
5. If enrollment for a new online or hybrid course has been sufficient after the first three semesters, the instructor, department faculty, and executive dean will review the assessment data collected from the online course. If the assessment data suggests that students are meeting intended learning outcomes, the online course may continue as originally designed. However, if the assessment data suggests that students are not meeting intended learning outcomes, the department considers alternatives, including converting the course from an online to a hybrid format, redesigning the course, or allowing a different faculty member to teach the course.

ICE courses:

- Executive Deans/Chairs e-mail DE seat request approvals.
- Executive Deans/Chairs/Instructors monitor both MCC enrollments and ICE enrollments to determine if additional sections need to be opened by the Administrative Assistant. DE monitors ICE enrollments to ensure that enrollments are accurately being matched with seat requests.
- ICE instructors monitor adds and drops and record grades in ICE system.
- ICE instructors update textbook information in ICE system so the exchanging institution's bookstore can order the appropriate textbook.

Telecourse Load Determination and Compensation

1. Executive Deans and Administrative Assistants will work with Department Chairs/faculty to determine telecourse offerings, scheduling, and faculty load. Telecourses are 18 weeks in length or students choose to complete a telecourse early.
2. The Executive Dean, in consultation with the faculty member, will determine if/how a telecourse is applied to a faculty member's teaching load and method of compensation. Full-time faculty may teach a telecourse as part of a regular load, or as an overload, or at individualized pay rate. Adjunct instructors can be paid at the individualized or adjunct rate. Should telecourse enrollment increase beyond an instructor's original load assignment, the following conditions apply:
 - a. 1-14 students: Either a full-time or adjunct instructor would be paid the individualized rate.
 - b. 15-35 students or class maximum: A full-time instructor would be paid the overload rate, an adjunct instructor the adjunct rate.
 - c. Course cancelled due to special circumstances.
3. A telecourse will be considered part of a full-time faculty load between 15 students and the class maximum.
4. In the event that combined enrollment of sections offered prior to the main section reaches 15, the instructor will be paid for a full class. Letters of Agreement shall be generated whenever enrollment reaches a minimum of 15 students.
5. Determination of enrollment is made at the midterm of each telecourse section term of record (MTR).
6. Class maximums are to be determined by the Executive Dean in consultation with Department Chair/faculty. Under most circumstances, the class maximum will be recommended at 35 students. When class exceeds maximum, guideline #2 applies.
7. The Executive Dean will notify DE about course status: cancellations, individualized offerings, or section additions.

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2. It is highly recommended that the instructor who develops the online course has the option to teach the online course for at least two semesters before a different instructor is assigned to the course.
3. For the first three semesters an online course is taught, there is no enrollment minimum. After an online course is taught three semesters, academic/department enrollment guidelines apply. Online course maximums may vary in some instances. Best practices suggest online maximums to be no more than 25 students. However, if an instructor chooses to admit additional students, the instructor will not receive additional payment.

Guidelines for Developing Online Courses

1. Any course must be approved for traditional delivery and in the catalog before it can be approved for online delivery.
2. Any instructor wishing to develop an online delivery for an existing course should first discuss the option with his/her Department Chair and Executive Dean and commence any necessary ANGEL training.
3. The instructor then fills out a *Determination of Need* form and discusses developing the course for online delivery with the department.
4. If the department supports online development of the course, a discussion must be held at a division meeting about online development of the course.
5. Based on feedback from the department and division, the *Determination of Need* form should be forwarded for the approvals and signatures outlined on the form.
6. If all necessary approvals and signatures are obtained on the *Determination of Need* form, the instructor should complete necessary ANGEL training and begin developing the course. The form should be sent to DE.
7. After the course is developed, the Department Chair, Executive Dean, and supervisor of DE review the course and sign the *Online Course Development Completion* form. Once the *Online Course Development Completion* form has been signed, it should be forwarded to DE.
8. The instructor and/or department chair should next submit a *Notification of Change in Course Information* form to CAPC.
9. Once the *Notification of Change in Course Information* has been approved by CAPC, the online course may be included in the credit schedule.

ANGEL Shells for Online, Hybrid, and Web-Enhanced Courses

1. Course shell requests require 72 hours to process. To request a new course shell for a following semester, visit:
<http://www.mchenry.edu/DistanceEd/faculty/shell>. A new shell can be requested as soon as the course is assigned to the instructor.
2. Faculty will receive email confirmation from a DE Technician that the course shell has been created. Faculty are responsible for copying course content, reviewing the accuracy of the copied content, and resetting date/time availability of content.
3. At the completion of the semester, faculty are strongly encouraged to export the gradebook and make the course shell unavailable to former students. Due to space restrictions, online, hybrid, and web-enhanced course shells may not remain online indefinitely. Course shells will be deleted after the completion of the semester.

Assessment

DE is committed to continuously improving student learning and program effectiveness and facilitates end of semester student evaluations for both telecourses and online courses. A student assessment survey designed to gauge technical and instructional effectiveness is linked within each online course two weeks prior to exam week. In addition, telecourse students submit general course assessments to the Testing Center after completing their final exam. The student assessments are then forwarded to DE and distributed to appropriate instructors. If you have questions, contact the Distance Education Department: 815-479-7878.