



Blue Mountain Community College *Administrative Procedure*

Procedure Title: E-Learning
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Accountable Administrator: Vice President, Instruction
Position responsible for updating: Director, Instructional Operations
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Purpose:

The purpose of this procedure is to outline the processes governing the most efficient and effective operational utilization of the various E-Learning delivery methods to provide college coursework, employee training, contract training and other services as defined.

Principles:

1. Primary use is to deliver instruction, training and services to BMCC students, whether at a BMCC location, off-site locations or using computers with internet connections. This will include synchronous or asynchronous delivery methods.
2. All synchronous instruction, training, and services will be recorded and will be available to end-users.
3. To provide access to BMCC instruction for area high schools, including dual credit and Eastern Promise classes.
4. All scheduling and delivery decisions are the responsibility of the Office of Instruction.

Definitions:

E-Learning can be described as any course offered by a non-traditional delivery method via the internet. This includes online classes, Hybrid/Blended classes, Web Conferencing classes and Interactive Video Classes (ITV). These classes could include live or recorded class lectures to improve student success.

1. **E-Course:** Course offerings are provided over the internet, asynchronously.
2. **E-Live:** Courses using a web-conferencing tool, delivered synchronously (real time). This delivery method offers students the opportunity to interact with faculty and other students even though separated by space. Students may take classes from any computer that has internet access. E-Live classes can be done in real time, with the instructor teaching at a

designated site, while the student participates from a computer located anywhere there is internet service. Classes are recorded and can be viewed at a later time.

3. **Interactive Video Conferencing (ITV):** Classes originate from another site but are in real-time and place. Classes are offered through interactive television or Web-based software. Students at “receive” sites are separated from the instructor.

Parameters:

All revisions to this procedure will be recommended to the Office of Instruction and forwarded to the Cabinet for final recommendation.

Guidelines:

1. All instructors utilizing E-Learning delivery methods will have completed technical training in the use of the technology before classes begin.
2. Training information can be found at <http://www.bmcconline.org>. User ID is instructor/password is BMCC.
3. Since there are pedagogical implications in the use of this technology, faculty and staff are encouraged to attend development activities covering best practices for effective use and integration of technology into teaching and learning.

Procedures:

The planning of all E-Learning delivered courses will reside with the Office of Instruction. The timeline will coincide with the planning of the College’s quarterly schedule.

1. **Scheduling of Instruction Using E-Learning Technologies:** Concurrent with the development of the quarterly schedule of classes for the college, a request will be sent to departments and branches asking for courses they wish to provide and the specific technologies needed. The times and days must be included in the information. Office of Instruction will review the requests.
2. **Scheduling of Training, Tutoring, Advising, or other Activities Using Technology.** Requests for scheduling must be sent via email to the Office of Instruction (Program Assistant Instructional Operations) for scheduling no later than 48 hours prior to time of desired use. Scheduling of the activity will be accommodated on a “space available” basis.
3. **Review of technology uses.** The Vice President of Instruction, Instructional Departments, Office of Instruction Staff, Branch Campus representatives, E-Learning Coordinator and IT Staff will meet on a regular basis to review and recommend policies and procedures to promote best practices for delivery of courses.
4. **Request for use for purposes other than Instructional delivery.** All scheduling requests will be made through the Office of Instruction. This will include requests for meetings and other services to students.