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PROGRAM PLANNING

Distance Learning Overview

Northeast is an active participant in the Mississippi Virtual Community College (MSVCC). The MSVCC is a cooperative of 15 Mississippi’s community college districts and the Mississippi State Board for Community and Junior Colleges that offers internet-based courses. These 15 institutions share resources so that students at any one of these institution may take internet-based courses from any member of the consortium. Students admitted to Northeast Mississippi Community may register in any of the courses that Northeast hosts (internet-based courses taught by other consortium members). Restrictions for hosted courses consist of the course must be listed in the course descriptions section of the Northeast catalog and it, as well as the instructor must be approved by that particular department.

Distance learning is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are separated by time and/or location.

Purpose and Goals of Distance Learning

The purpose of the Distance Learning Program at Northeast Mississippi Community College is to provide quality instruction through electronic technologies to enable students to attain their educational goals and to acquire and support appropriate emerging technologies for curricular, instructional and administrative enhancement consistent with our strategic initiative. The program will extend the offerings of Northeast Mississippi Community College to the community and beyond through distance learning.

- **Instructional Services Goal:** The Distance Learning Program will provide online learning environments that foster change in the individual; are not bound by the constraints of time and place; are collaborative in the MSVCC Consortium; are creative with electronic delivery; are driven by learner need; have measurable, predictable outcomes; provide quality online courses comparable to traditional delivery; and engage learners in an active mode.
- **Student Support/Service Goals:** Distance Learning at NEMCC will continually strive to develop, modify, and improve procedures for providing satisfactory support services to distance learners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.
- **Fiscal, Growth, and Finance Goals:** The NEMCC Distance Learning Program will provide quality administration, sufficient facilities and equipment, and appropriate financial management to support the mission of the college. To evaluate periodically and comprehensively every facet of the distance learning program and to use these results to restructure and improve the program to ensure distance learners will be retained at the same or higher rate than traditional student enrollment and success rate.
- **Professional Faculty/Human Resources Goals:** The division of Distance Learning will provide professional development that demands the highest professional teaching standards for teaching via the Internet; encourages continuing growth development, technology training among faculty; and recognizes the importance of faculty participation in the institution’s distance learning program.

Northeast Mississippi College Purpose Statement

The Northeast Mississippi Community College is a public, comprehensive community college that exists to meet the educational and career needs of individual students and the community within the district it serves - Alcorn, Prentiss, Tippah, Tishomingo and Union Counties - by awarding the Associate in Arts Degree, Associate in Applied Science Degree and Certificate. Beyond this original scope, however, Northeast responds to the needs of all who seek a college education.

To accomplish the intended role and scope of the college, the following institutional goals were established:

1. To provide degree and certificate programs that prepare students for continued studies or immediate employment.
2. To provide a program of student services that will facilitate the educational, career, personal, and social growth of students.
3. To provide developmental studies within the curriculum to strengthen the basic skills of students.
4. To offer continuing education and community services for individuals striving for personal and professional growth and/or personal enrichment.
5. To provide employer-driven, industry-specific workforce education and training to business, industry, and individuals.
6. To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

POLICIES AND PROCEDURES

I. EDUCATIONAL PROGRAMS

A. Quality of Courses

Distance Learning courses are comparable to traditional campus-based courses in terms of: (1) syllabi, (2) textbooks, (3) grading, (4) methods of evaluation, and (5) learning outcomes.

Northeast course syllabi and course evaluations are reviewed on an annual basis by instructors and division chairs for currency and appropriateness and revised as needed. All syllabi on file in the Dean of Instruction's office contain instruction techniques and policies as well as specific goals for each course.

B. MSVCC Core Content File

Content for each Northeast Mississippi Community College Distance Learning course is supplied to the MSVCC Core Content File for the purpose of verifying content among MSVCC courses as well as against the NEMCC traditional on-campus courses.

C. Course Review

A course review will be conducted for each first-time instructor and each new course. Criteria will include but not limited to student satisfaction, student learning outcomes, and student retention.

D. Course Development Process

An open invitation is extended to all faculties for the development of Distance Learning courses; however, college staffing and curriculum priorities will require evaluation on course-by-course bases.

In order to ensure a thorough and complete evaluation of both the educational content and appropriateness of the distance learning medium, the following process will be used:

1. Faculty wishing to develop or conduct courses must submit a syllabus outlining objectives, grading policy, online activities, and methods for communication between instructor/student and student/student to the Department Division Head and the Distance Learning Coordinator.

2. Once approved for development, the instructor/developer will receive additional support and development assistance from the Distance Learning office to include medium specific requirements and design elements.
3. All aspects of course development must be completed prior to submission to the MSVCCC master schedule and must meet the same quality standards as traditional, campus-based courses.
4. At the conclusion of the course, the division head of the corresponding course will evaluate the course to determine the merit of the course and recommend or disapprove the course/instructor for future online sections through his/her signature and date. (Appendix B)
5. The complete evaluation will then be turned over to the Dean of Instruction for review and final determination of the merit of the course and its equivalency of traditional courses.

E. Ownership of Material/Copyright

Northeast Mississippi Community College reserves the exclusive right of ownership of all electronic courses, documents, programs, curricular, etc. developed under the auspices of the college. No established NEMCC internet course material may be transferred to any outside entity in part or as a whole. Each instructor will sign an agreement of ownership prior to teaching online course(s). (Appendix D)

F. Advertisement of MSVCC Courses

All courses of the MSVCC are presented/advertised each semester to students registering through Northeast Mississippi Community College.

G. Accessibility (ADA)

ADA compliance for online courses will be applied via a prudent method of providing alternate content, which meets the needs of a specifically challenged learner.

H. Blackboard

The SBCJC has a contract with “Blackboard” (BB) to provide both a platform for a class via a website and the server itself that houses that website. The URL for the Northeast blackboard site is <http://nemcc.blackboard.com> as well as the MSVCC blackboard site at <http://msvcc.blackboard.com>

I. Desire 2 Learn

The SBCJC has a contract with “Desire 2 Learn” (D2L) to provide both a platform for a class via a website and the server itself that houses the website. The URL for the Desire 2 Learn site is <http://msvcc.desire2learn.com>.

II. SUPPORT SERVICES

A. Admissions

Distance learning students are held to the same admission standards as traditional students and must follow the same process for enrollment at Northeast Mississippi Community College. Students may apply for admission, register for classes, and pay tuition fees without coming to campus. Admission forms are available online <http://www2.nemcc.edu/Admissions/application.pdf> and must be mailed, faxed, or personally brought to the Office of Admissions in Estes Hall. Students may also register online at https://ssb.nemcc.edu/necc/bwskalog.p_disploginnew?in_id=&cpbl=&newid.

After meeting all the admissions requirements, the student will be mailed an acceptance letter. Within the acceptance letter, the student’s major is listed along with an adviser’s name, office phone number, generated ID, Northeast email address, and TigerLine username and password.

B. Registration

Students who wish to register for distance learning courses should (1) consult with an advisor and (2) complete the registration process at the Distance Learning website at

<http://www2.nemcc.edu/DistanceLearning/index.html>. Once on the site, students should click on “Register for Online Classes” to complete the registration for their desired courses.

Registration is not complete until fee payment is finalized in the Business Office. Students may pay fees by cash, money order, credit card, approved financial aid (i.e. PELL, MTAG, SEOG, and student loans) or a promissory note plan. Students paying with financial aid or credit card can call the Business Office to pay by phone at (662) 720-7340 after registering for classes.

C. Advising

Northeast recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the students to select and follow a program of study which will lead to their academic objectives, the College provides a structure of academic advising to assist students.

After the student has met all the admissions requirements, the student is mailed an acceptance letter. Within the acceptance letter, the student's major is listed along with the adviser's name, office phone number, and e-mail address. Students may also access their specific advisor information by linking to the directory on the Northeast website <http://www2.nemcc.edu/Admissions/adviser.htm>.

The role of the faculty adviser is 1) to assist in planning the class schedule, 2) to provide up-to-date information about careers, 3) to refer students to the proper sources for assistance, 4) to encourage students in their efforts to be successful, and 5) to approve academic programs for graduation.

Students are encouraged to contact their adviser anytime they need assistance. The adviser is available to meet periodically with the student during each semester via email, phone, or in person. Students considering a distance learning course are encouraged to self-assess their technology preparedness by completing the “*READI Assessment*” available via the Distance Learning website and discuss the results with their advisor, counselor or the Distance Learning office.

<http://www2.nemcc.edu/DistanceLearning/readi.htm>

D. Financial Aid

Financial Aid information, scholarships, qualifications and applications are available to all students through the college website <http://www2.nemcc.edu/FinancialAid/>. Financial Aid support services may be accessed by visiting the financial aid office in Estes Hall, by phone at (662) 720-7210, email Finaid@nemcc.edu or mail.

E. Student Records

A transcript will be issued only upon a written and signed request from the student. Students may request transcripts by presenting a signed transcript request to the Admissions Office in person, fax to (662) 720-7405, or by mail. Forms may be obtained by visiting the Admissions Office in Estes Hall, calling (662) 720-7187, or obtained from the college's website <http://www2.nemcc.edu/Admissions/transcripts.htm>.

A \$5.00 fee will be assessed for each copy. A transcript will be issued only upon a written and signed request from the student, no exceptions. A faxed transcript has an additional fee of \$15.00.

F. Student Disability Services (ADA)

The Dean of Student Services is the official contact for students with disabilities. This office serves as an advocate for students with disabilities and assists them in achieving equal access to all college

programs and services and is available through the Northeast Mississippi Community College website <http://www2.nemcc.edu/Counseling/disabilities.htm>.

All students with a disability, including distance learning students, are strongly encouraged to contact the ADA Compliance Officer [Mr. Kenneth Pounders](#) in Estes Hall at (662) 720-7207 or [via e-mail](#) to discuss their disability and appropriate accommodations. Students must self-identify in order to receive accommodations. Self-identification may occur through accessing a copy of the on-line [NEMCC Disabilities Application](#) (<http://www2.nemcc.edu/Counseling/disabilityform.pdf>) or a hardcopy may be obtained from the Counseling Center in Waller Hall. Students will be assigned to a Disabilities Counselor for development of a reasonable accommodation's plan.

Based on the specific nature of each student's documented disability, the plan may include but is not limited to the following adjustments such as; Assertive Technology, Peer Tutoring, Readers, Individualized Testing, Special Registration, Counseling, Study Skills Assistance, Text Enlargement, Any Other Reasonable Accommodations.

G. Student Complaints/Grievance Procedures

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty, and staff shall continue its policy on nondiscrimination as related to the acts of discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Any student who believes that he/she has been discriminated against by the College under the terms of Title VI, Title IX, or Section 504 of the Rehabilitation Act may file a complaint as follows:

Students with a grievance against faculty or staff should first attempt to resolve the matter with the individual involved. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate supervisor of the individual against whom the student has a grievance in order to seek informal resolution of the problem. If the grievance cannot be solved informally, the student shall present a written, signed statement of the grievance to the Dean of Students who will schedule a meeting of the Grievance Committee. The Dean of Students will notify the student of the date and location of the Grievance Committee hearing. This Grievance Committee will investigate the allegation/s and reply in writing to the complainant within five (5) business days by certified mail. Refer to the Student Handbook for further information regarding student grievances.

A student may appeal the decision of the Grievance Committee to the Grievance Review Committee chaired by the Vice President of Instruction and Student Service within five (5) business days after the receipt of the Grievance Committee response to the grievance. The Vice President of Instruction will notify the student of the time, date, and location of the Grievance Committee response to the grievance hearing. The Grievance Review Committee shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days by certified mail.

If the complainant remains unsatisfied he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees' Grievance Committee. In an attempt to resolve the grievance, the above committee shall meet with the grievant and his/her representative within thirty (30) business days of the receipt of such an appeal. A copy of the response of Board's Grievance Committee will be mailed to the Grievant within ten (10) business days following the meeting by certified mail.

If the grievance has not been settled under the above procedures, the complainant may contact the regional office of the Office for Civil Rights, U.S. Department of Education.

H. Attendance/Absence

Northeast Mississippi Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Northeast instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted colleges). Each college will have its own absence policy. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation.

Absence policy for online courses provided by Northeast instructors: Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course. A student participating in a provided online course will be allowed two (2) absences. Upon the third absence, the student will be cut by the instructor and will receive an F for the course unless a proper Withdrawal form is completed during the approved withdrawal period.

Attendance will be monitored by timely submission of assignments, including test, homework, projects, discussion boards, etc. A student is expected to complete all assignments by the appropriate due date. Failure to complete such assignments by the due date will be cut from the course barring any extenuating circumstance.

It is understandable that extenuating circumstances occur, such as an extreme illness, death in the immediate family, legal matters, or military duty. It is the student's responsibility to provide appropriate documentation in a timely manner (prior to the due date if all possible) to substantiate such circumstances. At which time the instructor will determine if an extension is warranted. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

Circumstances that are NOT considered extenuating:

- Registering late for the class
- Failure to read the syllabus
- Failure to plan appropriately
- Not having the appropriate textbook or software
- Technical problems

I. Withdrawal Process (Class or College)

Northeast Mississippi Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind the college provides a means for students to withdraw from individual classes and from the College. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (12 hours or more) if practical. The class withdrawal period begins with the ninth week of class (or equivalent period in summer and intersession or distance learning) and continues up to until the 75% point for online classes. To see the specific date, go to the [MSVCC](#) site and click on the calendar option on the left side of the page.

The student who desires to withdraw from online class should contact the Distance Learning office in person or email dlc@nemcc.edu. Students who stop attending class or are cut-out (CO) and do not withdraw from the class will receive a grade of "F" for the class.

College withdrawal is available for students who, because of personal hardship, can no longer attend any classes. College withdrawal and class withdrawal result in a grade of “W” being recorded on the student’s transcript. Withdrawals (W’s) are not used in the computation of a student’s semester or cumulative grade point average. Withdrawals are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility. Students may submit a college withdrawal up through the week prior to the final examination.

A student must process an official withdrawal form and pay the Withdrawal Fee of \$10 per class. In summer school a student may withdraw from a course(s) at any time up to 75% point of virtual class.

Students enrolled in distance learning courses may obtain their withdrawal form online at <http://www2.nemcc.edu/DistanceLearning/index.html> and submit it to the Distance Learning office in person, by fax to (662) 728-7163, by mail or email to dlc@nemcc.edu.

J. Academic Honesty Policy

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student’s level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student’s actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include but are not limited to: fraud, cheating, plagiarism, forgery, and facilitating dishonesty. (Definitions found in the Northeast Procedures Manual located on the college website (www.nemcc.edu))

Procedure for Violators

1. Students in violation of Northeast’s academic honesty guidelines are immediately accountable to the instructor of the course. The instructor has the authority to reduce the student’s grade or assign a grade of “F” for the exercise or examination.
2. Faculty should report all incidents of academic dishonesty to the appropriate division head in writing. The report will include the date, time and place of the event, names of students involved, a summary of the infraction, and the action taken by the instructor.
3. In extreme cases of academic dishonesty, the division head and instructor may elect to pursue formal disciplinary action by providing a written summary of the incident to the Dean of Instruction. The Dean of Instruction will review the incident report, consider the seriousness of the event and refer the matter to the Academic Discipline Committee of the college if appropriate.
4. The Academic Discipline Committee will follow existing Northeast policy to consider the case and render a decision. Disciplinary action in cases where the charges are found to be true may include removal from the class with a grade of “F” or removal from the college for repeated offenses. The grade assigned will be determined by the instructor of record.
5. Appeal of the action of the Academic Discipline Committee must be made in writing to the Executive Vice President within 10 week days of the announcement of the Disciplinary Committee’s decision.

K. Proctored Testing

Northeast Mississippi Community College uses proctored exams to ensure the integrity of student work. All Northeast Mississippi Community College provided courses must administer a minimum of two

proctored exams during the semester. If an instructor wishes not to administer two proctored exams, he/she must receive approval from the Dean of Instruction.

Secured proctored testing labs are located in the Proctoring Center in Hargett Hall, in the Eula Dees Memorial Library, and at Northeast @ New Albany Library. Students who live within NEMCC's five county district are required to take their tests at one of the Northeast's campuses. Test will be given in the Distance Learning Proctoring Lab, the Eula Dees Memorial Library, the New Albany Library, or at other testing locations as approved by the NEMCC Distance Learning Office. Students may schedule an appointment for testing via the website <http://www2.nemcc.edu/DistanceLearning/proctoring.htm> at no cost to the student.

In addition, out of district students may make their own testing arrangements. These arrangements must be approved at least five business days in advance by the Coordinator of Distance Learning. The *Application for Off-Campus Proctor* may be obtained by contacting the Distance Learning office located in Hargett Hall at (662) 720-7193, via email dlc@nemcc.edu, or may be downloaded from the college's distance learning website (<http://www2.nemcc.edu/DistanceLearning/proctoring.htm>). Any costs incurred for student arranged tests are the responsibility of the student.

L. Counseling Services

The counseling staff directs orientation programs during which the student learns about the college environment. The staff is available to assist a student in selecting a major; improving study skills; and resolving personal, social or educational difficulties.

The Counseling Center has college catalogs, occupational briefs, pamphlets, and other literature. Students may browse through these materials by contacting the counseling staff in Waller Hall.

The Division of Guidance Services at the Northeast Mississippi Community College responds to individual student needs, motivations, and readiness levels; helps prepare students for successful entry into a program of higher education and/or the world of work.

All Students have access to the services provided by the Guidance Division. Contact may be made by visiting the Center in Waller Hall, by phone at (662) 720-7313, via email, or through the Counseling Center link <http://www2.nemcc.edu/Counseling/index.htm>.

M. Career Center

Free career counseling services, to help students plan their career path, develop communication and job search skills, and obtain up-to-date occupational information are available by contacting the Director of Student Placement located in Waller Hall, by phone at 662-720-7412, via e-mail at dlrupert@nemcc.edu or through the college's website <http://www2.nemcc.edu/Counseling/placement.htm>.

N. Bookstore

Bookstore information is provided on the Distance Learning website <http://www2.nemcc.edu/DistanceLearning/textbooks.htm>. The Northeast Mississippi Community College Bookstore provides textbook for those course that are taught by Northeast instructors through the Northeast Bookstore in Frank Haney Union or online at <http://www.nemccbookstore.com/>.

The student may secure the textbook for a class taught by another college through the Missouri Book Services <http://direct.mbsbooks.com/nemsc>. Students can order books on the internet, mail, fax (800)

499-0143, or by phone at (800) 325-3252. Payment can be made with credit card, personal check, money order, or financial aid voucher.

Students may also obtain textbooks from the college providing the distance learning course. Contact information for the bookstores at other Mississippi Community Colleges can be found on the Distance Learning webpage <http://www2.nemcc.edu/DistanceLearning/index.html>.

Questions and comments related to the bookstore are referred to the Bookstore Manager in the Frank Haney Union at (662) 720-7243 or email tmmcbride@nemcc.edu.

O. Library/Learning Resources

The college ensures that students participating in Distance Learning programs have access to adequate and appropriate learning resources. Learning resources are provided through a variety of methods including the college's participation in statewide online learning resource cooperatives including MAGNOLIA and MELO. CREDO, an online database with over 200 reference books, is also included on the Library's website <http://www2.nemcc.edu/Library/webpage/eula.htm>. Information for using these resources is provided online. The library monitors the effective use of these resources by students and faculty.

In addition, the holdings of the college's library are accessed through the online library catalog. Distance Learning instructors will post library information with the course for students' access.

The library also provides a "Class Notes" link giving students access to materials provided to the library by instructors and made available for online browsing or print-out.

Students and faculty may access the Library Orientation which includes short demonstrations explaining how to use each database within their Blackboard course by clicking on NE Resources and then Library.

The library provides remote access to online databases. These databases allow students to conduct necessary research for their courses. Additional reference assistance is available through e-mail links on the library web page, by telephone, or FAX. Also available to students, is a 24/7 live chat with a reference librarian accessible through MELO (Mississippi Electronic Libraries Online.)

Interlibrary Loan

A reference form is available on the library's home page allowing students to request materials not available in the library's holdings. Interlibrary loan materials may be picked up in person, or delivered through U.S. Mail, e-mail or FAX at (662) 728-2428.

If you ever have any problems finding library materials, please call the library at 662-720-7584 (local), 800-555-2154 or e-mail Library-Inhouse@nemcc.edu.

P. Student Activities

Upon enrollment in the college, each student becomes a member of the Student Government Association and a participant in the obligations, benefits, and privileges conferred thereby. The purpose of the Student Government Association (SGA) is to plan activities for the students, to hold student discussions, to present helpful student suggestions to the faculty and administration, and to act in an advisory capacity to students.

It is the mission of the student activities and student government to serve as mediators between the faculty and the student body and to assist in all student activities. Information pertaining to student

activities, clubs/organizations and intramurals is available online at the NEMCC Student's website <http://www2.nemcc.edu/Webmaster/Students/index.htm>.

Q. Advertising and Recruitment

Northeast Mississippi Community College recruits students by advertising through the college website, in state and local media, and direct mail. Additionally, college courses are promoted through individual campus tours, high school visits, industrial visits, and career fairs.

Students may access college publications online and/or may request a print copy of those publications by contacting the Director of Recruiting in Estes Hall at (662) 720-7591 or (800) 555-2154 or gcarrol@nemcc.edu.

Important college information is disseminated to all students via a weekly bulletin (*TigerTales*), the college website, and the student newspaper (*Beacon*).

R. Technical Assistance

Northeast provides technology support to Distance Learning faculty and students. Faculty computer hardware, labs for student use and proctored exams, and e-mail accounts for all Northeast students and faculty are provided by the college.

Requests for technical assistance from students should first be made to the providing instructor. Distance Learning students who are enrolled in hosted courses should contact the Distance Learning Coordinator for technical assistance. Virtual instructors who are unable to resolve the student's technical issue will forward request to the Distance Learning office. If the matter cannot be resolved, the Distance Learning office will forward the request to the Computer Services Department for assistance.

Instructors should contact the Computer Service Department and/or complete an online Computer Service Work-order (<http://www2.nemcc.edu/CSWorkorders/workorder.cfm>) to request technical assistance related to the web server, email, or for other technical problems that arise involving computer and internet usage.

III. FACULTY

A. Faculty Load

Distance Learning courses are considered a part of the regular teaching load and may contribute to an instructor's overload, requiring additional compensation as specified in the *Northeast Procedures Manual*.

B. NE Distance Learning Faculty Requirements

The development of the distance learning faculty is a critical element to the success of the distance learning effort. Distance learning faculty will exhibit the following characteristics:

1. Participate in the orientation session for distance learning faculty.
2. Possess or be capable of developing enhanced technology skills.
3. Have the support of the instructional division.
4. Meet the basic requirements for instruction within the discipline using the *SACS* criteria as stated in the *Northeast Procedures Manual*.

C. Northeast Faculty Distance Learning Instructional Responsibilities

In accordance with the guidelines set forth, distance learning faculties are expected to:

1. Develop a distance learning syllabi for each course;
2. Develop quality course materials and presentations for each course;
3. Commit to developing an awareness of distance learning techniques and issues through participation in workshops and conferences;
4. Regularly participate in distance learning faculty meeting(s) each semester which are coordinated by the distance learning coordinator;
5. Provide distance learning students with a course orientation at the beginning of each semester;
6. Mentor new faculty to the Distance Learning program;
7. Maintain all course records as required by the college;
8. Maintain contact hours for distance learning students equivalent to that offered to campus based students. In order to give students structured access to full time as well as part time instructors, one online office hour per week is required for all online instructors along with posting of all regular office hours for full-time faculty members. Additional hours should be maintained by e-mail, chat room, discussion groups, phone, fax, regular mail, etc. and must be clearly stated within the course site.
9. Support the distance learning student by serving as a link to other campus contacts;
10. Complete all required survey evaluations;
11. Administer proctored exams for provided distance learning classes;
12. Communicate and coordinate activities with the distance learning coordinator.

D. Adjunct Faculty Through Hosted Courses

In the event that Northeast Mississippi Community College students participate in a hosted course, course instructors will be considered adjunct employees of Northeast Mississippi Community College. In such cases, the provider institution will fulfill the full-time faculty requirements of the Southern Association of Colleges and Schools (SACS).

Adjunct Faculty Credentials Review is to occur during the semester the hosted distance learning course is being offered. The following process is to be used:

1. Academic Division Heads will obtain access to the credential file through the Distance Learning Office.
2. Credential file for each person will be created by printing a copy of the *Certification Form* and the transcript from the on-line MSVCC Central Repository. (Northeast Mississippi Community College is responsible to maintain the same level of security for these files that it provides for other faculty credentials.)
3. Each Academic Division Head is to certify through his/her signature and date that the instructor either does or does not qualify as an instructor in compliance with the *SACS* criteria.
4. Upon review by the Academic Division Head, the credential file will be returned to the Dean of Instruction for final review. Review will be documented by through his/her signature and date the file was approved or disapproved. Upon completion of this review, courses will be either approved or disapproved. If a faculty credential is “disapproved” during this process, the specific instructor’s course(s) will not be made available to students until it has been reevaluated in a later term and attained an “approved” status.
5. The completed credential file(s) will be maintained in the office of the Dean of Instruction.

E. Credentials/Repository

In all academic areas, the master's degree with eighteen (18) graduate semester hours of specialization in the teaching field is considered the minimum requirement. In specialized, professional, career or technical fields, evidence of professional competency is acceptable in lieu of formal academic preparation.

Adjunct Distance Learning faculties are held to the same standards as full-time Northeast Mississippi Community College faculty members.

Northeast Mississippi Community College must supply Distance Learning faculty credentials information to the MSVCC central repository for restricted viewing by the appropriate host college. (Appendix A)

F. Training and Support Services for Faculty

The college provides professional development opportunities and support services specifically related to teaching via electronic delivery.

Northeast provides technology support to Distance Learning faculty. Faculty computer hardware, labs for student use and proctored exams, and e-mail accounts for all Northeast students and faculty are provided by the college.

Instructors should contact the Computer Service Department and/or complete an online Computer Service Work-order (<http://www2.nemcc.edu/CSWorkorders/workorder.cfm>) to request technical assistance related to the web server, email, or for other technical problems that arise involving computer and internet usage.

IV. PLANNING AND EVALUATION

A. Instructional Planning

Northeast Mississippi Community College's planning, budgeting and policy development processes reflect facilities, staffing and equipment and other resources essential to the viability of the Distance Learning program.

B. Scheduling of Distance Learning

Distance Learning program courses will generally be conducted on the same schedule used by campus-based programs. Any exceptions must be authorized through the Distance Learning Coordinator and the Dean of Instruction. It is the intent to host courses available on the MSVCC. Northeast reserves the right not to host courses which are not within our programs or for which exceptions on faculty credentials and/or course comparability exists.

C. Education Effectiveness

1. The office of Planning and Research provide reports of educational effectiveness of Distance Learning programs to ensure comparability to campus-based programs. Student Success and Retention Rates for distance learning course are collected through the Northeast administrative software system and analyzed at the conclusion of each semester to ensure comparability to campus-based programs.

D. Evaluation of Online Courses

In order to promote a quality program, the collection of data and generation of reports for analysis and evaluation is critical. Northeast Mississippi Community College Distance Learning program conducts the following assessments to assist in the collection, analysis, and evaluation process:

1. Student Course and Services Evaluations are administered through the Mississippi Virtual Community College (MSVCC) website toward the end of each semester for every course a student is enrolled in. The survey evaluates the course content, materials, instructor, and services. These results are extracted by the Distance Learning office and delivered to the Northeast Office of Planning and Research for analysis and dissemination.

Evaluation by students is emphasized because they are the only ones who routinely experience all facets of an instructor's contribution to the learning process. The major purpose of this evaluation is to provide feedback for the improvement of instruction. A secondary purpose may be, in some situations, the provision of information to be used as one factor in making personnel decisions.

The following guidelines are to be observed regarding student evaluations of instruction:

- The evaluation will be administered by the MSVCC.
 - Confidentiality of student responses is to be insured.
 - The instructor is to be given a composite of the results after the end of the grading period.
2. Faculty Evaluation is administered through the Mississippi Virtual Community College (MSVCC) website toward the end of each semester. Each faculty evaluates his/her course(s), materials, instructional process, learning/teaching methods, and services. These results are extracted by the Distance Learning office and delivered to the Northeast Office of Planning and Research for analysis and dissemination.
 3. Supervisor Evaluations will be conducted for the purpose of instruction improvement. The MSVCC administered evaluation will focus on the appropriateness of learning objectives, validation of desired learning outcomes, the appropriateness of class policies, and faculty credentials. The items to be evaluated will include the course information items found on the MSVCC Enrollment Tool and the Blackboard course itself. (Appendix C)

Upon completion of the evaluation process, a letter from the Dean of Instruction will be issued to each chief academic officer of the MSVCC membership stating:

We have reviewed the evaluations of courses and instructors both as a host and as a provider of all instructors used by Northeast Mississippi Community College as a member of the Mississippi Virtual College for _____ term. I further certify that the instructors have adequate academic preparation for courses offered, course content criteria is as stated in The Uniform Course Numbering System in Mississippi Public Community and Junior Colleges, and that instructor evaluations have been viewed.

4. Student e-mail focus group is administered by the distance learning coordinator during each semester of each academic year to serve as a qualitative research assessment for satisfaction of distance learning courses.

E. Assessment of Student Capability

Northeast Mississippi Community College assesses student capability to succeed in Distance Learning programs through a web-based self-assessment and uses the information in advisement of students.

F. Student Evaluations of Faculty and Services

The college utilizes MSVCC student data to determine effectiveness in areas of quality on online instruction and support services.

V. ADMINISTRATION, FACILITIES/EQUIPMENT, AND FINANCE

A. Personnel

The college has designated qualified personnel for the purpose of administration of Distance Learning at Northeast Mississippi Community College. The Distance Learning Coordinator reports to the Dean of Instruction.

The Distance Learning Coordinator performs administrative duties related to the scheduling and operations of the Distance Learning programs and services. The Distance Learning Coordinator works with faculty and staff to develop the college's capacity to offer distance education through a variety of means including but not limited to:

- Coordinate the college's efforts to provide distance learning
- Recommend policies and procedures for distance learning classes
- Annually coordinate the review of the policies of MSVCC consortium members in areas such as grading policy and faculty credentials for SACS compliance
- Schedule and coordinate all activities available through the Mississippi Interactive Video Network (MIVN) and the Community College Network (CCN)
- Work with the Admissions and Instruction offices on processes for registering, dropping, adding, and withdrawing students from distance learning classes
- Assist testing center staff with technical issues associated with proctoring distance-learning exams
- Assist faculty with design, development, and teaching methods in distance education
- Advise faculty, staff, and administrators on the use of technology and software in instruction programs
- Represent the college to the State Board for Community and Junior Colleges (SBCJC) for matters pertaining to distance learning
- Represent the college to the Community College Distance Learning Coordinators' Association
- Serve on the Distance Learning Committee, Strategic Planning Council, and other college committees as assigned

B. Quality of Distance Learning

The Dean of Instruction is responsible for the quality of Distance Learning at Northeast Mississippi Community College.

C. Marketing/Recruitment

Adequate and accurate advertising, recruiting, and registration information pertaining to (1) curriculum, (2) course requirements, (3) degree requirements, (4) support services, (5) prerequisite technology skills, (6) costs/payment, and (7) financial aid resources information is provided on a timely basis.

Northeast Mississippi Community College recruits students by advertising through the college website, in state and local media, and direct mail. Additionally, college courses are promoted through individual campus tours, high school visits, industrial visits, and career fairs.

Students may access college publication on the NEMCC website (www.nemcc.edu) and/or may request a pint copy of those publications by contacting the Director of Student Enrollment.

D. Facilities/Equipment

The college provides laboratories, facilities, and equipment necessary to meet program/course requirements and train/support current and potential Distance Learning faculty members.

E. Funding

Designated funds for the operation of distance learning programs are administered through the general educational program budget.

Faculty Credentials Certification (Appendix A)

In accordance with the Southern Association of Colleges and Schools (SACS) faculty requirements, this statement is provided to assist community college districts participating in the Mississippi Virtual Community College (MSVCC) with verification and authentication of faculty credentials.

Originating College:

Faculty Name:

Faculty ID #:

Faculty Status: (F/T) (P/T)

Area: Academic Vocational Technical

Highest Degree Earned:

From:

Comments:

List MSVCC Teaching Area(s) with 18 Graduate Hours: (1)

(2)

List the Graduate Course, 18 Semester Hours, and Institution for each MSVCC Teaching Area:

(Area 1) Course #	# Hrs.	Institution	(Area) Course #	# Hrs.	Institution
--------------------------	---------------	--------------------	------------------------	---------------	--------------------

Total Hrs.:

Total Hrs.:

Original Transcript on File:

(Yes) (No)

Date of Employment:

Date of last review of official documentation:

I, Dr. Charles Barnett, as the Chief Academic Officer of Northeast Mississippi Community College certify to the above faculty credential statements and state that the attached copies of transcripts represent the referenced faculty member's original documents on file in the Human Resource office of this college.

Chief Academic Officer

Date

Student Learning Outcomes and Distance Learning Course Evaluation Form (Appendix B)

Instructions: *Please evaluate the course site with regards to the criteria below for course equivalency. By circling Yes as being compliant, No for non-compliance, or Undetermined. If no or Undetermined is selected, please prove a recommendation.*

Course Equivalency

COURSE: _____

INSTRUCTOR: _____

CRITERIA

1. Course description is clearly stated.	Yes	No	Undetermined
2. Student learning outcomes, goals and objectives are clearly and specifically stated.	Yes	No	Undetermined
3. Student assessment tools and methods are used that provide objective data on student performance.	Yes	No	Undetermined
4. Specific learning activities are structured and sequenced to assist learners in achieving the intended out comes, objectives, and goals.	Yes	No	Undetermined
5. A syllabus containing required information is made available electronically to the student.	Yes	No	Undetermined
6. Equipment, labs, and other necessary resources are provided for both students and faculty involved in distance learning.	Yes	No	Undetermined
7. Course content is appropriate to the intended outcomes, objectives, and goals.	Yes	No	Undetermined
8. Grading policies are clearly stated.	Yes	No	Undetermined
9. Learners can easily contact the instructor.	Yes	No	Undetermined
10. As a whole, the course site creates a comprehensive learning community.	Yes	No	Undetermined

Comments: _____

Final Review of Course

() APPROVED () DISAPPROVED

Department Evaluator: _____ Date: _____

Distance Learning Coordinator: _____ Date: _____

Dean of Instruction: _____ Date: _____

Supervisor Evaluation (Appendix C)

THE MISSISSIPPI VIRTUAL COMMUNITY COLLEGE FACULTY EVALUATION

Select Instructor to Evaluate

Evaluator's Information

Please enter Evaluator's Name and Title

First Last Title:

Instructor Evaluation - Anderson, Terry

Please respond using the following scale:

Strongly Agree - 4 Agree - 3 Disagree - 2 Strongly Disagree - 1 Not Applicable - 0

	4	3	2	1	0
1. The instructor conducted the course in a way that accomplished the stated course objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The instructor demonstrates a thorough knowledge of subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor was effective in utilizing distance learning technology.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor responded to requests for assistance in a reasonable amount of time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instructor's responses to course activities, assignments and graded work were timely and appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

VII. COMMENTS

1. What suggestions do you have for improving the MSVCC?

Ownership of Materials/Copyright (Appendix D)

Ownership of Material/Copyright

Northeast Mississippi Community College reserves the exclusive right of ownership of all electronic courses, documents, programs, curricular, etc. developed under the auspices of the college.

No established NEMCC internet course material may be transferred to any outside entity in part or as a whole. Each instructor will sign an agreement of ownership prior to teaching online course(s). (Appendix D)

I understand the above statement and agree to adhere to this set policy.

Signature_____

Date _____