

Title	: Procedures for Distance Education	
Number	:	6220.01
Approved	:	06/12/25
Last Reviewed:	:	06/12/25
Reference	:	

Offering distance education courses allows Eastern Arizona College (EAC) to serve a broader base of students. In alignment with the College’s mission, distance education is effective by supporting the completion of Associate Degree programs and Certificates of Proficiency. It also allows students flexibility and promotes life-long learning.

In accordance with the Higher Learning Commission (HLC) and the State Authorization Reciprocity Agreements (SARA), the institution’s program quality and learning goals are to be consistent across all modes of delivery and at all locations.

I. Standards for Distance Education

- A. Distance education at EAC refers to any catalog-approved course where the instruction happens without the instructor and student physically being in the same location. All courses, regardless of modality, meet the same competencies and achieve the same student learning outcomes.
- B. All faculty, including adjunct faculty, must follow the same credentialing guidelines as outlined in the policy Faculty Credentialing Guidelines 4020.08 as those teaching face-to-face (F2F).

II. Goals for Distance Education

- A. Create and maintain courses that are needed and supported by EAC’s stakeholders.
- B. Provide educational opportunities for underserved populations.
- C. Encourage innovation while maintaining high academic standards and consistency.
- D. Ensure that distance education course outcomes are consistent with F2F course outcomes across campuses, regardless of modality.
- E. Identify resources and funding for developing and maintaining distance education courses.
- F. Provide formative and summative evaluations for review by stakeholders and accrediting bodies as needed or requested.

III. Web Course Approval and Payment Process

- A. The Web Course Request Form must be filled out by the Course Developer and approved by the appropriate Academic Dean prior to development.
- B. EAC enters into an agreement with the Course Developer named on the Web Course Request and Agreement Form for the development of the course.
- C. A stipend of \$500 per credit hour will be paid for development of a new online course comprised substantially of original content.
- D. Stipends will be paid upon satisfactory completion and approval from the Director of the Center for Teaching and Learning (CTL). All stipends must be pre-approved by the Vice President of Academic and Student Affairs.

IV. Web Course Development Process

- A. Web course development is a team effort involving a Course Developer, Dean, Director of the CTL, and other College resources.
- B. The Course Developer agrees to work with the CTL Director, who serves as the liaison between the Course Developer and the resources available through the learning management system (LMS). EAC agrees to make additional resources available to the Course Developer as deemed necessary.
- C. The Course Developer, as content expert, will complete the course development and coordinate content review with the appropriate Dean.



Title	: Procedures for Distance Education	
Number	:	6220.01
Approved	:	06/12/25
Last Reviewed:	:	06/12/25
Reference	:	

- D. The Course Developer agrees to use EAC’s standardized online course template and checklist of requirements.
 - E. Courses will promote the College’s Academic Integrity 6400.12 regulation within the course.
 - F. The Course Developer agrees to use EAC's LMS to deliver the course.
 - G. The Course Developer agrees to successfully complete the LMS training prior to developing or teaching an online course. In special circumstances, (for example, if the Course Developer has received prior training or has prior knowledge of the LMS), EAC may waive the Course Developer's training requirement if the developer demonstrates an adequate proficiency to the Director of the CTL or designee.
 - H. The Course Developer is responsible for employing techniques and processes that foster academic honesty.
 - I. The Course Developer agrees to adhere to the standards as outlined in the Online Evaluation Form.
 - J. The Course Developer agrees to adhere to all quality standards set by EAC or other regulating authorities such as the state or federal government.
 - K. In accordance with HLC and Federal Compliance guidelines, it is the instructor’s responsibility to ensure academic integrity and rigor are maintained.
 - L. The course is owned by the College while the Course Developer maintains ownership of underlying creative content of the course. Course Developers will grant to EAC a paid-up, royalty-free, non-exclusive license for the use, reproduction, and modifications of the underlying creative content for the College’s purposes. The course materials owned by the College may be used by the Course Developer while still employed by the College. For any such use of course materials outside the College, however, specific written permission of the College is required.
 - M. The Course Developer's department may assign instructors other than the Course Developer to teach the course. As deemed appropriate by the Director of the CTL, course shells may be copied and other faculty may be assigned to teach those courses, regardless of campus.
- V. Remuneration and Class Size
- A. Remuneration will be in accordance with regulations outlined in Guidelines for Full-Time Instructional Faculty – Internal Funding Sources, 4010.01.
 - B. Minimum and maximum class sizes for Web Courses will be commensurate with face-to-face sections of the same course. Higher enrollment caps should be considered as appropriate.
 - C. Faculty teaching online courses are responsible for making subsequent changes to the course. Examples include (1) Updating due dates, (2) Checking accuracy and relevance of links, (3) Adding or revising information to keep the course current with developments in the academic field(s), (4) Ensuring course content remains current with the official Course Design on file with the College, and (5) Ensuring the course remains current with the approved textbook.
- VI. Review Process
- A. The Distance Education Committee, comprised of faculty and staff and chaired by the Director of the CTL, and a Faculty Representative, will review, and make recommendations regarding Distance Education. Members of the Committee will serve for two years and meet monthly during the academic year.
 - B. The Distance Education Committee will review the existing policies, practices, and procedures influencing course quality, course reviews, online best practices, and oversight.
 - C. Online courses will be formally evaluated every three years in accordance with procedures established by the Distance Education Committee.

