

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-4410.1

FOR POLICY NUMBER: BP – 4410

INTERACTIVE TELEVISION (ITV) COURSE DEVELOPMENT AND INSTRUCTION PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for interactive (ITV) courses.

2. DEFINITIONS

2.1 Interactive Television Instruction (ITV)

Distance education utilizing special distance learning classrooms at the origination and receiving sites. Students and faculty are in full video and audio contact at all sites. Interactive TV classes utilize Internet Protocol (IP) based resources for the delivery of instructional content. ITV classes are synchronous.

2.2 Traditional Classroom Based Course

A course that is scheduled to meet face-to-face at designated times and days throughout a college semester or term.

3. PROCEDURE

3.1 Faculty Training

3.1.1 There is no formal class to prepare faculty to teach an ITV class. Faculty will meet independently with the director of technology support or designee to learn to operate the ITV system prior to the beginning of classes.

3.2 ITV Course Development

3.1.2 Instruction in an ITV class is similar to teaching in a traditional classroom-based course, but requires faculty to prepare differently. The successful instructor will develop materials well in advance of the topic being taught and will disseminate these materials to learning centers prior to students needing the material. In addition to preparing differently for an ITV class, faculty will need to involve learners at remote sites using best practices.

3.2 Administration

- 3.2.1 Faculty may be assigned to teach an ITV class as part of the instructor's regular full-time load. Evaluation of instruction in ITV courses will be conducted as part of the faculty member's rotation of courses for evaluation as identified by the academic dean. In an effort to improve the college distance education program, all ITV students in a class may be asked to participate in activities designed to evaluate the college's distance education program in addition to the instruction of the course.

4. APPLICABILITY

N/A

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EFFECTIVE DATE: 05/01/2014

REVISION DATE(S): 10/15/2009 (item #10533); 05/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 6040.b

SCHEDULE FOR REVIEW: 2018

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/ REFERENCE: AP-4410.0; AP-4410.2

PROCEDURE KEY WORDS: interactive television; ITV