**DISTANCE EDUCATION REPORT**

|  |
| --- |
| **I. General Information** |
| Program Name | Enter program name. |
| JRCERT Program Number | Enter program number. |
| Does the program have both a traditional and a distance education (DE) track? | [ ] Yes [ ]  No |
| Is the entire professional didactic curriculum offered via DE (online and/or hybrid)? If no, please indicate the number of professional curriculum courses are offered via DE (online and/or hybrid). | [ ] Yes [ ]  No (Number of professional curriculum courses Enter number.) |

Note: JRCERT **Policy 10.803** defines distance education/delivery as an educational process characterized by the separation in time or place, between instructor and students. Distance education/delivery courses are taught primarily (more than 50%) through the use of TV, audio, or computer transmissions (broadcast, closed-circuit, cable, microwave, satellite transmission); audio or computer conferencing; video cassettes or disks; correspondence; and/or a combination of face-to-face instruction with a distance learning component (hybrid).

When evaluating a distance education program or courses offered via distance education, the program is expected to meet all relevant standards. The site visit team must consider the information obtained in response to the following questions in determining the program's compliance with the indicated objectives. Please provide a narrative response as to how the program has met the applicable objectives. The site visit team chair must e-mail this form to the office after completion of the onsite evaluation.

Please remember to provide more information than a simple “Met or Did Not Meet Objective.” We need specific, unique information to include in the official report of findings. Include strengths and opportunities for improvement as appropriate.

|  |
| --- |
| **II. Courses and Delivery Methods** |
| Please list all courses offered via distance education (course/code) | List courses and codes of DE courses. |
| Please describe the types of learning experiences and delivery platform(s) utilized (e.g., lecture, chat rooms, discussion boards, video, article review, etc.). | List the various types of learning experiences used in the courses. |

|  |
| --- |
| **III. Standard One** |
| **Objective 1.1 –** Do published materials indicate the use of distance education for the appropriate components of the program (excludes general education courses)? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 1.1 (4.9)** – Does the program provide information of any cost(s) associated with distance education/delivery to prospective and enrolled students? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |

|  |
| --- |
| **IV. Standard Two** |
| **Objective 2.1** – Does the program have sufficient administrative support (in terms of fiscal, technical support, appropriate technology, etc.) to achieve its mission? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 2.2** – Are the classrooms, laboratories, and online platforms used for the distance education component conducive to student learning and supportive of student learning outcomes? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 2.2** – Do distance students have access to learning resources that support the achievement of student learning outcomes and program goals? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 2.3** – Do distance students have access to student services that support the achievement of student learning outcomes and program goals? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |

|  |
| --- |
| **V. Standard Three** |
| **Objective 3.2** – Are faculty qualified to develop and instruct distance education/delivery courses (see Objective 3.5)? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 3.3** – Do program officials provide sufficient oversight of the distance education component to assure effectiveness? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 3.4** – Are faculty evaluations reflective of distance education/delivery? Are instructional responsibilities specific to distance education/delivery being performed? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 3.5** – Are faculty provided with training and orientation to distance delivery methods prior to course development and instruction? Are faculty given the opportunity to learn/enhance their distance delivery teaching methodology and pedagogy prior to course instruction? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |

|  |
| --- |
| **VI. Standard Four** |
| **Objective 4.2** – Are instructional materials provided in a manner that enhances the learning process? *The site visit team must observe a portion of at least one course offered via each distance delivery method (online and hybrid).* | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 4.8** – Do distance students receive appropriate advisement? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 4.9** – Does the program have processes in place that assure students who register in the distance education course are the same students that participate in, complete, and receive credit? Do these processes adequately protect student privacy? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |
| **Objective 4.9** – Does the program verify the identity of students by using methods such as, but not limited to, secure logins, pass codes, and/or proctored exams? | Choose an item. |
| **Comments** | If a course/program meets the Objective, please explain how this was verified. If the course/program did not meet the objective, explain why. Be specific and thorough. |

|  |
| --- |
| **VII. Standard Six** |
| **Objectives 6.2/6.4** – Does the program compare student learning outcomes and program effectiveness data for the traditional track vs. the distance track? Either method is acceptable.*\*\*Please include a copy of the program’s most current assessment plan.\*\** | [ ]  Yes (performs a comparison between the two groups)[ ]  No (integrates both groups together) |
| **Comments** | Provide any comments regarding the collection of student learning outcome data and program effectiveness data. |

|  |
| --- |
| **VIII. Suggestions for the Program** |
| This is where you may provide the program with helpful suggestions, even if the program meets the minimum standards. These suggestions may assist the program in their quest for excellence. | Provide any suggestions for the program to continue improvement. |

**Please email this document to** **mail@jrcert.org**

Revised: 04/06; 08/09; 03/11, 11/11, 05/12, 5/16, 3/2020