

Distance Education Policies & Procedures



Mandan, Hidatsa and Arikara Nation Fort Berthold Community College

will Provide Quality Cultural, Academic and Vocational Education

and services for the Mandan, Hidatsa and Arikara Nation.

Fort Berthold Community College
Distance Education Office
New Town, North Dakota 58763

Last Updated 11/16/2005

Approved by the FBCC BOD 11/29/2005

Available Online: <http://www.fbcc.bia.edu/DE/pdfs/DraftDEPolicies.pdf>

Statement of Student Learning

Fort Berthold Community College believes learning is a life long process that involves mental, social, physical and spiritual growth. Student learning is the reason the Fort Berthold Community College exists.

1. GENERAL

- 1.1. **Introduction** - The Fort Berthold Indian Reservation lies in the northwestern corner of North Dakota. Fort Berthold is the home of the Three Affiliated Tribes, which are comprised of the Mandan, Hidatsa, and Arikara tribes. Historically the people of the Three Affiliated Tribes developed their agrarian towns & communities along the bluff's, flats, and cottonwood groves of the Missouri River for protection from the winter elements and access to the rich bottomlands. After the creation of the Garrison Dam in the 1950's and the flooding of their communities, the people of the Three Affiliated Tribes were forced to move up onto the plains into new communities now separated by the Garrison Reservoir (Lake Sakakawea). The Fort Berthold Community College (FBCC) created in 1973 and located in New Town developed an infrastructure of satellite campuses in Mandaree, Twin Buttes, and White Shield to bridge the barriers of distance and provide higher education reservation wide. Instructors often had to travel anywhere up to 328 miles round trip to teach at these satellite campuses. Many students had to travel to the main campus to get the courses they needed to graduate. With the acquisition of videoconferencing & Online technologies FBCC saw the area of Distance Education explode with innovation, collaboration, and service to the student. Collaborations with the North Dakota Interactive Video Network (NDIVN) & North Dakota Biomedical Research Infrastructure Network (BRIN) brought students together from across the state. FBCC is also a member of the North Dakota Association of Tribal Colleges, which allows FBCC to share online courses with other ND tribal colleges. A new component of FBCC Distance Education is the Blackboard Learning System, which provides the ability to offer totally online or Webflex courses here at FBCC. FBCC has made the commitment to become competitive within the field to provide the tribal college student of the 21st century with what he/she demands and meet the demands of [FBCC's mission](#). The purpose of this document is to provide a set of guidelines for decision-making as related to Distance Education at the Fort Berthold Community College. All future updates will be limited to the online version located on the FBCC web site.
- 1.2. **Definition Of Distance Education** - "Distance education is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance educator technologies." [Guidelines for Distance Ed0 North Central Association Commission on Institutions of Higher Education Taken from <http://www.ncacihe.org/resources/guidelines/gdistance.html>
- 1.3. **Overview/Purpose** - The purpose of distance education policy at the Fort Berthold Community College (FBCC) is to assure a quality distance education program and to establish distance education as an effective method for extending educational opportunities while keeping within the [mission](#) of the college.
 - 1.3.1. **Objectives**
 - 1.3.1.1. To promote the growth, the culture of the Mandan, Hidatsa, and Arikara and diversity of the academic community by utilizing distance education technologies to remove barriers imposed by geography, time, culture, language, or disability.
 - 1.3.1.2. To support faculty in the delivery of quality distance learning instructional

practices.

1.3.1.3.To support student access to and within distance education.

1.3.1.4.To evaluate and improve distance teaching, learning, and distance education system at this institution.

1.3.1.5.To enhance the college's student-centered curriculum.

1.3.1.6.To investigate non-traditional modes of instructional delivery available to students.

1.3.1.7.To present a larger range of courses through various modes of instructional delivery.

1.3.1.8.To support economic development through collaboration with business, public schools, government, tribal agencies, and higher education institutions.

1.4. **Academic Standards For Distance Education**

1.4.1. All distance education courses offered by FBCC will be consistent with the level, nature, and [mission](#) of FBCC.

1.4.2. When a course is delivered through distance education, it will carry the same course number, title, and credit as other traditional sections of that course at FBCC.

1.4.3. All distance education courses must provide for communication and timely feedback between students and faculty member(s) teaching the course. As appropriate, these interactions may be individual, group or mixed.

1.4.4. Each distance education course must include an assessment of that delivery mode in its procedures for monitoring and assessing student performance.

1.4.5. Each student enrolled in a distance education course shall have access to all the academic support services, instructional equipment, and campus events and other non-academic activities that FBCC provides to other students. Support services may include but are not limited to academic advising, counseling, library services, bookstore and other learning resources, computer access, tutoring services and financial aid.

1.4.6. To be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, all programs, services, and activities offered by Fort Berthold Community College must be accessible to and usable by persons with documented disabilities who have met the technical and academic standards for admission.

1.5. **FBCC Curriculum Committee** - The FBCC Curriculum Committee develops and recommends distance education policies and procedures to the Academic Dean. The Academic Dean may appoint representatives from the faculty; other academic and administrative as needed to provide a cohesive and involved advisory body to further develop policy and procedures. Final approval is then submitted to the FBCC Board of Directors.

1.6. **Distance Education Coordination** - All distance education classes will be coordinated between the Academic Dean, Admissions, and the Distance Education Coordinator. Distance education courses will be recommended and approved through normal FBCC review procedures. The appropriate instructor will coordinate programmatic planning with the Distance Education Coordinator, support personnel, and other cooperating institutions. FBCC shall maintain a central repository for distance education program information and a support structure for facilitating the development and refinement of distance education programs, policies, procedures, and services college-wide. This information shall be published on the Fort Berthold Community College web site under Distance Education.

1.7. **Enrollment** - The enrollment process for a student enrolled in distance learning courses are equivalent to the procedures used for traditional classroom course. All established

policies and procedures pertaining to registration, drop/add, withdrawal, etc. are applicable to distance learning courses.

- 1.8. **SonisWeb** - The Fort Berthold Community College utilizes the SonisWeb Management Information System to record all student information for attendance, grades, advisement and more. All faculty shall be assigned a user account on the SonisWeb MIS system to manage their courses. Faculty is expected to keep their attendance and grades current. Any faculty who has not received an account should contact the Academic Deans' office.
- 1.9. **Class Lists** - Class lists will be available to each instructor through SonisWeb MIS System via the FBCC website at www.fbcc.bia.edu or <http://sonis/sonisweb140> You may also access your rosters by logging in to SonisWeb. For more information concerning SonisWeb contact the Academic Deans' office.
- 1.10. **Attendance** - All videoconferencing (CLAN) follow the standard attendance policies that traditional courses follow. See that student handbook for more information.
- 1.11. **Class Hours** - Instructors are expected to meet with their classes for all assigned hours. If you have a scheduled absence, please contact the Academic Dean with the course plan for that day(s). In the case of a sudden emergency, still contact the Academic Dean's office. The secretaries will contact the students if time permits and will post a notice with or without an assignment.
- 1.12. **Class Cancellations** - Classes will be canceled only in emergency situations and with as much advance notice as possible. Distance learning classes are subject to the same regulations as stated for traditional courses. In the event that the college closes, for inclement weather, all distance education courses are canceled. In the event of closing at the far site connection, the instructor will make a determination to continue home site class, taping or canceling and rescheduling of the class.
- 1.13. **Examinations/Grading.**
 - 1.13.1. Examinations/Grading will follow the same policies and procedures as all other FBCC courses.
 - 1.13.2. Proctored Examinations: Students in distance education courses shall take examinations under the supervision of an approved proctor. Proctors shall be verified and exams shall be sent directly to the proctor who will manage the examination in a secure manner.
- 1.14. **Evaluation and Assessment.**
 - 1.14.1. FBCC will assess student capability to succeed in distance education programs and apply this information to admission and recruiting policies and decisions.
 - 1.14.2. FBCC will evaluate the educational effectiveness of its distance education programs (including assessments of student learning outcomes, student retention, and student satisfaction) to ensure comparability to campus-based programs.
 - 1.14.3. FBCC will ensure the integrity of student work and the credibility of the degrees and credits it awards.
 - 1.14.4. Regular course mid-term & final assessment will be completed for each course.
 - 1.14.5. Videoconference courses shall complete the Distance Education Student & Faculty surveys.
 - 1.14.6. Evaluation of Delivery System - Evaluation of the system shall be done separately from that of faculty & student evaluation. The system evaluation must include consistency, visibility, and clarity of the picture, audibility, and simplicity of use. The evaluation must include the adequacy of video and audio room coverage. The system must also be assessed in terms of versatility of integrating complementary teaching technologies (i.e., movies, slides, and other multimedia). Evaluation of the system must be conducted by faculty who use the system, technical staff who work with the system, the student who are involved in the classes, and appropriate

supervisors.

1.15. Copying Guidelines for Faculty.

<http://www.ala.org/ala/washoff/WOissues/copyrightb/distanceed/Default3685.htm#requirements>

2. ONLINE

2.1. Course Management Software.

2.1.1. The Blackboard Learning System course management software is employed at the Fort Berthold Community College (FBCC) for online, hybrid, and web-enhanced classes. Blackboard use by an instructor can be as uncomplicated as posting just a few things for your class such as syllabus and assignments, or can be as intricate as a totally online course with discussion boards, online chats, online tests and group collaboration.

2.2. System Administration.

2.2.1. The Distance Education Coordinator shall be responsible for the administration of the Blackboard Course Management software.

2.2.2. The Distance Education Coordinator shall be responsible for all Blackboard software updates.

2.2.3. Every Course that is listed in the SonisWeb MIS system shall have a course shell created.

2.2.4. User's will be created by the Distance Education Office.

2.2.5. The Blackboard course gradebook is not intended to be the official record for student grades. Blackboard gradebook allows students to view their grade in real-time from their Bb account and is intended only as an added convenience. Official grades need to be posted to the SonisWeb.

2.2.6. Confidentiality - As with all FBCC records faculty should follow Family Educational Rights and Privacy Act (FERPA) guidelines relating to access to student records. [For more information.](#)

2.3. Faculty Blackboard Certification.

2.3.1. The Distance Education Office will provide periodic training opportunities for faculty to develop and improve teaching skills & methods.

2.3.2. All Online instructors, Bb course builders, & Bb course administrators are required to complete the FBCC Blackboard Certification.

2.3.3. Course Builders showing the necessary skill level can be "Grandfathered" FBCC Blackboard Certification.

2.4. Course Development. - All courses that are to be considered for full online and hybrid status are guided by the following:

2.4.1. All Course Builders will have completed the FBCC Blackboard Instructor Certification or show previous experience with online teaching.

2.4.2. Pre-Approval for Course Builds shall be initiated by completion of the "Application For A New Course" and shall be approved by the Curriculum Committee & Academic Dean for course development

2.4.3. Course Builds that will need a new course number will need the approval of the FBCC Registrar.

2.4.4. All courses approved for web-based delivery must be coordinated through the Distance Education Office.

2.4.5. It is the course developers' responsibility to insure that written copyright permissions are obtained where needed for any copyrighted course materials used to develop a course.

2.4.6. A final peer review team consisting of the Academic Dean, Distance Education Coordinator and other faculty shall review the structure & content of the course for readiness.

2.5. Compensation.

2.5.1. *Original Course Development*: A course builder that develops a course with all original content shall receive a (1) time grant equal to the per credit amount the instructor would receive for teaching the course.

2.5.1.1. Conditions of the grant shall be fulfilled when the course has been taught through one term.

2.5.2. *Course Development with Course Cartridges*. A course builder utilizing course cartridges or e-Packs shall be compensated at a rate of \$50/Credit

2.5.3. *Course Maintenance*; A course builder shall be compensated for performing major revisions to a course at a rate of \$50/credit upon approval of the Academic Dean.

2.5.4. *Course Instruction*: An online course instructor/administrator shall receive compensation for teaching at a rate equal to the compensation received from a traditional course [See Faculty Handbook].

2.5.5. *Course enrollment*; Courses must have at least 5 students and a maximum of 15 students. Exceptions are subject to approval by the Academic Dean. [see Faculty Handbook]

2.5.6. *Overload*. Online courses are treated as a traditional course when considering an overload. [See Faculty Handbook]

2.6. Ownership & Use

2.6.1. FBCC reserves the right of ownership of all electronic documents, programs, curricular, etc... developed under the auspices of the college.

2.6.2. All use and content shall conform to the FBCC [Acceptable Use Policy](#). [See Appendix]

2.7. North Dakota Association Tribal Colleges (NDATC)

2.7.1. Course Management Software -

2.7.2. Course enrollment is limited to 3 students per college with the exception of the host college. Exceptions can be made at the discretion of the instructor.

3. VIDEOCONFERENCING

3.1. **Introduction** - The Fort Berthold Community College (FBCC) employ's video conferencing technology to distribute courses to the satellite campuses of Mandaree, White Shield, and Twin Buttes. FBCC also collaborates with the North Dakota Interactive Video Network & INBRE formally the North Dakota Biomedical Research Infrastructure Network (BRIN) that brings students together from around the Reservation & the State. Using videoconferencing technology means that two or more people at other locations can see and hear each other at the same time, sometimes even sharing computer applications, documents, movies and other formats for collaboration. Placing a video call is a lot like placing a telephone call. After you connect, you see the other person in color video (TV) and may be able to transfer files or collaborate via options such as document sharing or white boarding. FBCC utilizes equipment from PolyCom Worldwide to conduct videoconferencing courses.

3.2. **North Dakota Interactive Network (IVN)**

3.2.1. **Introduction** - The North Dakota Interactive Video Network, locally known by the acronym IVN, is responsible for managing North Dakota's education and government videoconferencing network. They state they're goals as to "to improve learning and information access for all people of North Dakota and stretch videoconference capabilities well beyond the states border". IVN is a member of the North Dakota University System. Our partners include the North Dakota Information Technology Department (ITD), SENDIT Technology Services (STS), and the Center for Innovation in Instruction (CII). IVN uses the H.323/IP videoconferencing standard. IVN can also connect with H.320, ISDN, and other videoconferencing technologies, but testing prior to the event is required and there is a charge for this service.

3.2.2. **IVN Technician Duties** – IVN Technicians and work-study assigned to the IVN room will adhere to the duties established by the Distance Education Office [See Appendix]

3.2.3. **Interactive Video Classroom Charges** - FBCC will offer the use of the interactive video classroom to state agencies, businesses and other education entities on an as available basis and as approved by the Distance Education Coordinator.

3.2.4. **Scheduling** – The Distance Education Office is responsible for scheduling conferences that will be hosted at the Fort Berthold Community College.

3.3. **CLAN**

3.3.1. **Introduction** - The Fort Berthold Community College (FBCC) utilizes a videoconferencing technology to distribute courses to its remote campuses. The system derives its name from the Company that builds the equipment. The system has also been referred to as the "CLAN", "PolyCom", or "PicTel" system. These videoconferencing units allow each classroom to share an instructor at the same time. For a listing of systems see the appendix.

3.3.2. **System Administration** – It is the responsibility of the Distance Education Coordinator to administer the CLAN videoconferencing system, room, schedules, technicians, interns or work-study.

3.3.2.1. **Equipment:** The Distance Education Coordinator will provide consultation and advocacy for system upgrade and replacement.

3.3.2.2. The Distance Education Office shall work in cooperation with the Networking Department on issues such as connectivity, security, firewall, and infrastructure issues.

3.3.2.3. The Distance Education Office shall work in cooperation with Student Services on issues of Mentor site issues.

3.3.3. **Mentor Site Technicians:** Collaborate and provide assistance for Mentors, other Site Technicians, Faculty, Students and the Distance Education Coordinator to assure the best educational/video conference experience for the student.

3.3.3.1. Site Technicians are responsible for monitoring all CLAN classes.

3.3.3.2. Assuring good audio and video quality during classes/conferences.

3.3.3.3. Maintaining a secure environment around the CLAN equipment.

3.3.3.4. Starting the CLAN system for all scheduled conferences calls.

3.3.3.5. Aiding the Distance Education Coordinator with various system maintenance activities.

3.4. **INBRE**

3.4.1. Description - The Fort Berthold Community College (FBCC) is a Tribal College Partner with the North Dakota IDeA Network of Biomedical Research Excellence (INBRE). Originally titled BRIN this previous project helped FBCC through this new partnership to establish capabilities to utilize videoconferencing technology to present courses in a science lab environment. The goal of North Dakota INBRE is to build biomedical research capacity by serving research universities, baccalaureate institutions, and tribal colleges within the state.

APENDDIX

1. Application To Develop An Online Course and Memorandum of Understanding.
2. Faculty Blackboard Cert. Skills Checklist.
3. Online Course Development Checklist
4. IVN Technician/Work-Study Duties
5. CLAN Equipment & Specifications.



**Fort Berthold Community College
Distance Education Office**

Application To Develop An Online Course and Memorandum of Understanding

Faculty/Course Developer: _____ Department: _____
Campus phone: _____ Home Phone _____
E-mail Address: _____
Home Address _____
Instructor Classification (Circle One): Full-time Part-time
Course # _____ Course Title _____ Credits _____
First Semester/Year class will be taught _____
FBCC Faculty Blackboard Certification Completed. (Check) - Hybrid YES NO
Additional Costs: _____ Copyright Licenses: _____ Course Cartridges: YES NO

Question 1: How is this course particularly suited to being offered online?

Question 2: How will this course meet the goals of the College, Department, and the program?

Question 3: Why do you believe there will be a student demand for this course?

Question 4: Why are you interested in teaching an online course?

-----Office Use Only-----
Course Build Pre-Approval.

Academic Dean _____ Date: _____
Instructor/Builder _____ Date: _____
Date of Curriculum Committee review: _____

Final Deployment Approval

This course development has met the Online Course Development Checklist.
Academic Dean _____ Date: _____
Instructor/Builder _____ Date: _____



Fort Berthold Community College

Distance Education Office

Faculty Blackboard Cert. Skills Checklist

All Faculty must complete the Fort Berthold Community College (FBCC) Distance Education Office Blackboard (Bb) Course Management System (CMS) Training. FBCC offers Introductory, intermediate, and advanced sessions that are offered throughout the year. These workshops must be completed prior to offering an online course. Workshop duration depends on the level of computer skills previously obtained by each trainee. Each session will focus on setting up particular parts of your course in an online environment using Blackboard. Additional one-on-one training is offered throughout the year by appointment. Certificates of completion are awarded to those who complete the Introductory, Intermediate, and Advanced training workshop sessions.

Introductory

General

- Ability to Open files
- Save as a new file.
- Understand the file directory structure.
- Move/copy files from one directory to another.
- Save a file in a different file format
- Understand the difference between various file formats such as; rtf, doc, pdf, htm.
- Familiarity with computers in an online environment which include browsing the Web, entering URL's, locating and opening files on a computer, using drop down lists, entering text into Web based forms.
- Copy & Paste

Blackboard

- Logon/Logoff
- Understanding of what Blackboard is
- You're Welcome Screen/page.
- Basic navigation.
- Add & organize Course Documents.
- Uploading files.
- Able to compose/reply/forward an e-mail.
- How to add an attachment to an e-mail.
- Review of the Online Course Development Checklist.
- Support
- Tutorials

- Overview of the FBCC Distance Education Web.

Intermediate

- Integrating Blackboard into the classroom.
- Adding your Faculty Bio and syllabus.
- Course Options.
- Course Tools (Address book, Calendar, Digital Dropbox, Address Glossary, Homepage, My Grades, Personal Information, Tasks, Electric Blackboard, User Manual.
- Managing your discussion board.
- User rolls.
- Chat
- Text Editor
- Copyright issues.

Advanced

- Managing your student view from the manage buttons area.
- Creating & adding audio & video clips.
- Learning Units.
- Assessment (Grade book, test creation, test pools, Pool Manager, Survey Manager)
- Frontpage basics
- E-Portfolio overview
- Demo Course Project
- Policies & Procedures Handbook review.
- New Online course development approval process.
- Course statistics.
- Course backup.

Signature: _____ . Date: _____ .
Distance Education Coordinator



Fort Berthold Community College

Distance Education Office

Online Course Development Checklist

Course: _____ .

Instructor/Builder: _____ .

Approval Track

- Initial consultation with the Distance Education Coordinator.
- Course goals developed.
- Course learning objectives developed in clear, objective, measurable terms.
- Student course prerequisites determined.
- Grading policy clearly stated.
- Time expected to successfully complete the course clearly stated.
- Textbook selected (if course is also taught conventionally, is this the same textbook)
- Syllabus developed utilizing approved FBCC template.
- Additional costs determined (course modules, software, copyright licenses, etc.)
- Determined your level of technical Assistance.
- Course number & description approved by Registrar (if new course).
- Created a Course Development Timeline.
- Completed the *Application for Online Course Development*.
- Course pre-approved by the Academic Dean, Curriculum Committee, & Distance Education Coordinator for build.

Build Track

- Contains a course Welcome/Getting Started section.
- Contains a biographical introduction of the instructor.
- Contact information clearly stated.
- Office hours (campus and virtual) posted.
- Course activities have been created that allow for different learning styles.
- Course content and activities are organized into logically & sequential chunks (modules).
- Modules contain an overview & summary.

- Methods of student assessment are determined (Test pools, grade book, grade weighting, proctors, etc.) & developed.
- Statement of expected instructor response times to assignments, bulletin boards, e-mails & chats. (Ideally 24 hours).
- Have you provided liberal opportunities for student/instructor and student/student interaction?
- The type of file formats used and software needed for file exchange and download is clearly stated.
- Assignment/exam deadlines and penalties clearly stated and incorporated into the course calendar and announcements.
- The course is comparable to the on-campus in-class section?
- The culture of the Three Affiliated Tribes has been incorporated into the curriculum.
- You have included activities that promote the creation of e-Portfolio artifacts.
- Course has been independently reviewed by peer faculty.
- Approved for deployment by the Distance Education Coordinator.
- Have you included a student course evaluation tool to assess the course and the instructor.
- Course posted to SonisWeb, Blackboard, and FBCC Catalogs.

ADA Compliance

- Text and graphics are understandable when viewed without color.
- Abbreviations and acronyms are spelled out the first time they are used.
- Background is not distracting.
- Text alternatives are available for all audio and video content.
- Is the time to load pages appropriate for all users (from modem to DSL)
- Spelling, grammar and punctuation are correct. External links and reference links open in new browser windows. And work!

Signature: _____ . Date: _____ .



Fort Berthold Community College

Distance Education Office

IVN Technician/Work Study Duties

Operate IVN room equipment during all classes/events as assigned by the Distance Education Coordinator:

- Flip the power switches up that are located on the wall behind the Technicians desk.
- Have the equipment up and running at least 10-15 minutes before the class.
- If FBCC is the host of the course change the main camera to Instructor view.
- Monitor the operation of the equipment throughout the event.
- Pan/Tilt/Zoom cameras to participants speaking.
- Adjust microphone and speaker volumes as necessary.
- Operate computer applications as needed.

Assist IVN presenters/participants:

- Pay attention to the event/class and respond to needs as they arise—Stay Alert!
- Provide assistance and reassurance to any presenters at the site.
- Provide assistance to anyone with special needs.

Report *technical difficulties immediately:*

- Follow proper procedures to identify and respond to technical difficulties.
- Make the necessary calls (IVN Trouble Line, Technical Coordinator, etc.) to make sure the problem is resolved as quickly and with as little disruption to the event as possible.
- Document all problems (i.e. Event Report, e-mail, etc.) and report the problem to your Distance Education Coordinator.

Help maintain classroom appearance and security:

- Check room appearance after each event (push in chairs, clear off tables, etc.).
- Shut down all TV Monitors and the flip down the 4 power switches behind the Technician's desk.
- Turn of the lights.
- Make sure windows and doors are locked before leaving the room unattended.

CLAN Equipment & Specifications.

- **New Town Site** - Polycom VSX 7800 codec, monitor, camera, monitor stand, fax machine, document camera, Visual Concert, LCD Projector, VCR & DVD, Laptop connectivity.
- **Mandaree Site** - Polycom VSX 7400 codec, monitor, camera, monitor stand, fax machine, document camera, Visual Concert, VCR, Laptop connectivity.
- **Twin Buttes Site** - Polycom VSX 7400 codec, monitor, camera, monitor stand, fax machine, document camera, Visual Concert, VCR, Laptop connectivity.
- **White Shield Site** - Polycom VSX 7400 codec, monitor, camera, monitor stand, fax machine, document camera, Visual Concert, VCR, Laptop connectivity.

“Fort Berthold Community College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. For information contact: www.ncahigherlearningcommission.org” (added 12/82005)