Title: e-Learning Responsibilities of Transmitting Institutions

Purpose:

The purpose of this policy is to establish the general responsibilities of the transmitting institutions participating in e-learning programs within the Louisiana Community and Technical College System (LCTCS).

Definitions:

See Draft Cross Enrollment Agreement.

Transmitting Institutions Responsibilities:

1. Provide instructor at transmitting institution with the proper training in utilizing compressed video technology and or other electronic technologies such as course management systems.

2. Timely distribution of electronic or hard copy of course material to all receiving sites. (Timelines will be decided at each institution.)

3. Provide technical support and classroom facilitator or proctor for instructor at transmitting or host site.

4. Coordinate with each receiving institution academic calendar issues and timelines for course scheduling.

5. Coordinate with each receiving institution the student orientation to Course Management Systems such as Blackboard, D2L, etc.
6. Provide students at the receiving sites with an orientation to the compressed video learning environment during the first week of class.

7. Instructor at transmitting or host institution is responsible for providing students with timely feedback concerning academic progress, grades, etc.

8. Instructor at transmitting or host institution will provide students at all receiving sites with an electronic or hard copy of the course syllabus and or student information sheet, and set the ground rules and expectations for classes.

9. Transmitting or host institution is responsible for preparing contingency plans in case of technical problems and or unforeseen scheduling issues at transmitting or receiving sites.

10. Transmitting or host institution will keep a video library of class lectures if applicable, and distribute to students if applicable.

11. Transmitting or host institution is responsible for notifying all receive sites if class has been cancelled by the transmitting instructor for any reason, and instructor at transmitting institution is responsible for notifying all students concerning any outside of class assignments due to cancellation of classes.