20. INSTRUCTION BY DISTANCE TECHNOLOGY

Will the proposed program be offered by distance technology? Type "X" as appropriate:

Yes   X   No

20.1 Institutional Policies: establishment, organization, funding, management of distance courses/degrees

20.1.1   UCA Online

UCA Online is a brand that collectively represents UCA's graduate and undergraduate online degree programs and certificates. Operationally, UCA Online is a set of units within the Division of Academic Affairs that work collaboratively to develop, deliver, assess, and promote UCA's online degree programs and certificates. Each unit is appropriately supported from E&G funds as part of the Academic Affairs operational budget. The departments and schools within each academic college have primary responsibility for the development and delivery of online degree and certificate programs, with other academic units providing enrollment support and professional development.

20.1.2   Online, Transfer, and Returning Student Services (OTRSS)

Students enrolling in an online undergraduate degree program must have a minimum of 24 hours of college credit, and are therefore supported through the initial admissions and advising process by OTRSS. Reporting to the Director of OTRSS, the UCA Online Program Coordinator serves as a point of contact for all UCA Online undergraduate students. This position has the primary responsibility for assisting UCA Online students through the admissions process and directing them to the appropriate student support staff at UCA.

20.1.3   Graduate School

The Graduate School at UCA is responsible for supporting all graduate degree and certificate programs, including online programs. The Graduate School manages graduate assistantships, conducts graduate student orientation, ensures the quality of graduate faculty, facilitates the work of the Graduate Council, and oversees the admission and degree confirmation of our students. Online graduate students are further advised and mentored by graduate faculty in the respective academic departments.

20.1.4   Center for Excellence in Teaching and Academic Leadership

The Center for Excellence in Teaching and Academic Leadership (CETAL) assists faculty in the design and development of quality online courses. Under the supervision of the Director of the CETAL, Instructional Designers help faculty complete the UCA Online Course Development Process. Each faculty member works with their assigned Instructional Designer to progress through a step-by-step process that is based on research and best practices. The goal is to provide a collaborative approach to online course design and development that combines sound online pedagogy with the academic rigor and excellence expected of UCA courses.

The process starts with the Course Planning Grid that allows faculty to establish module-level learning outcomes that align

Interface. The UCA Online Interface is built into UCA's Learning Management System (LMS) and provides students consistency in both navigation and structure regardless of the course discipline. The interface is easily customized and allows faculty to focus on course content and instruction, rather than the layout, navigation, typography, and usability of the course design.

The Instructional Designers also assist faculty and department chairs through a two-step online course review process. The first step is completing the Checklist for Online Courses before the course is taught for the first time. After the course has been taught at least three times, the second step is a review of the online course by the instructor, department chair, and an instructional designer using the UCA Online Course Review Rubric. Given continuous advances in online technology and pedagogy, the purpose of this review is to provide the instructor with constructive feedback to improve student success in the course.

20.2 Internal organizational structure coordinating distance courses or programs

20.2.1 Academic Leadership
Within the Division of Academic Affairs, the following leadership positions are responsible for coordinating UCA Online courses, programs, and enrollment.

Provost and Executive Vice President

Leads the overall operations of UCA Online and engages critical stakeholders in the strategic planning process for UCA Online within the context of the UCA's vision, mission, goals, and core values.

College Deans, School Directors, and Department Chairs

Provide leadership in the development, direction, planning, implementation, and supervision of online degree programs and certificates.

Identify emerging trends and conduct needs analyses on opportunities for new online programs and services.

Identify programs with strong demand which support the workforce needs of the state and nation and advocate for their development.

Associate Provost for Academic Success

Conducts market research to identify programs for possible development through online delivery and shares results with relevant stakeholders.

Supervises the Center for Teaching Excellence to ensure faculty development in the design and delivery of high-quality online degree programs and certificates.

In collaboration with critical stakeholders, develops policies and procedures to develop, support, and grow quality online degree and certificate programs.

Monitors compliance with ADA, USDOE, ADHE, HLC, SARA and other legal, regulatory, and accreditation standards related to online degree and certificate programs.

Associate Vice President for Enrollment Management

Assesses the evolving needs of online students.

Collaborates with academic units to efficiently and effectively implement plans for growth in undergraduate and graduate online degree and certificate programs.

The use of username and password is required to access all distance-education courses offered through UCA's course management system. The username and password combination provides basic security and privacy for all course work and exams.

Additional security tools include the following:

Video recording capability during non-proctored online exams

Writing style software for anti-plagiarism

A custom browser that locks down the online testing environment within UCA's course management system

UCA will implement new or additional technologies and practices that are effective in verifying student identity in accordance with federal and state regulations when financially feasible and available. UCA makes every possible attempt to protect student privacy and reports students who falsify their identity on any UCA-documentation. Academic integrity reported to the Office of the Inspector G r7(ic)-8 d3 T4 (le.)-15.7(U0 T5.7(U5 (s.)