

Distance Education Policy

I. Policy Statement:

The Distance Education Policy and Process is part of a comprehensive approach to instructors and staff support, professional development, and online/hybrid course quality design to support the Transportation Intermediaries Association Institute for Research & Education's mission and commitment to providing high-quality educational opportunities. Inherent in this commitment to quality is a recognition of the responsibility to support, in a systematic way, the professional development needs of instructors and staff, relative to teaching and learning at a distance. Any exceptions to this policy should be requested through the TIA Director of Education. Final approval of any requested exception rests with the TIA Vice President of Meetings & Education in consultation with the TIA President and CEO, and if approved, must be stated in writing.

II. Scope & Purpose:

This policy sets forth Distance Education course definitions, development or revision requirements, intellectual property arrangements, instructor qualification requirements, and relevant support for staff at the Transportation Intermediaries Association Institute for Research & Education.

This is not a document prescribing the process by which all new courses are added to the Transportation Intermediaries Association Institute for Research & Education catalog. This document only covers the proposal of new Distance Education courses or courses that are changing delivery mode and have already been approved for inclusion in the Transportation Intermediaries Association Institute for Research & Education catalog.

III. Course Delivery:

All approved Distance Education courses will adhere to this policy.

Transportation Intermediaries Association Institute for Research & Education catalog uses TopClass as the learning management system (LMS). All faculty teaching Distance Education courses will use the TopClass LMS and Transportation Intermediaries Association Institute for Research & Education catalog will provide technical support for all Distance Education course developers and instructors in TopClass.

IV. Modes for Delivery:

"Distance Education" refers to the following modes of delivery:

- Online
- Hybrid

The Transportation Intermediaries Association Institute for Research & Education schedule of courses indicates what courses are being offered via distance education and the delivery format (online, hybrid).

Distance Education courses are designated as:

- Online – 100% of course activity is done online with no required on-campus meetings. Online courses may include synchronous online meetings or assignments that engage the student in community-based activities.
- Hybrid - courses taught partially through synchronous instruction (on campus or distance) and partially online, with a portion of instructional contact hours being synchronous. Students must be made aware of the meeting dates, times and locations at the time of registration

V. Computer Minimum Requirements

Hardware:

- PC, Mac, Chromebook or tablet
- Speakers
- Microphone
- Webcam
- Additional Hardware may be Required

Software:

- Windows 10 or newer
- Mac OS 10.14 or newer
- Additional Software may be Required (Details can be found in the Course Syllabus)

Internet Connection:

- High speed Broadband Internet Connection is Required
 - Recommended Internet speeds:
 - Download speed of at least 25 mbps
 - Upload speed of at least 3 mbps
 - Ping response of less than 100ms

Test your Internet speed using speedtest.net for an accurate speed test representative of your connection to the TIAIRE Learning Management System (LMS).

Please consider the following while participating in online/hybrid courses:

- Using a shared Internet connection will impact connectivity, such as additional household members use of streaming TV, gaming, and other Internet usage.
- Wireless connections may be impacted by the distance from the router and interference from microwaves and other electronics. (Wired connections are recommended.)
- Your Internet Service Provider's performance may vary throughout the day based on community usage.

Web Browsers:

The most recent release of Chrome or Firefox is Recommended

VI. Teaching & Learning Services:

Teaching and Learning Services works with staff, departments, and committees within the association on the infrastructure, design, development and delivery of distance education courses. Staff work closely with departments to ensure the quality of distance education at the Transportation Intermediaries Association Institute for Research & Education.

Teaching and Learning Services provides support in the area of distance education by providing the following services:

- Professional development opportunities in the areas of teaching and learning
- Workshops, info sessions, discussions, and webinars on a variety of distance education topics
- The production of audio, video, photographic and graphic media for instructional use
- Facilitation of faculty training for hybrid/online course development
- Assistance with the appropriate pedagogical use of technologies
- ADA accessible materials for teaching and learning

VII. Requirements and Expectations for Distance Education Faculty and Courses:

As with traditional courses, Transportation Intermediaries Association Institute for Research & Education's staff assumes primary responsibility for and exercises oversight over distance education curricula, ensuring both the rigor of courses and the quality of instruction. With noted differences between teaching distance education courses and teaching courses using "traditional" methodologies, the decision to use distance learning must be made on a course- by-course basis, with consideration given to the content of the course, the needs of the learners, and the interest of the instructor.

All distance education courses at Transportation Intermediaries Association Institute for Research & Education are considered comparable to traditional courses. Furthermore, all Distance Education courses must go through the standard curriculum approval process as established by Transportation Intermediaries Association Institute for Research & Education, requiring course proposal approval from the department director, Vice President of Meetings & Education, Curriculum Committee, and in some cases the President/CEO of TIA.

Transportation Intermediaries Association Institute for Research & Education's goal of offering high-quality distance education experiences taught by highly-trained faculty entails additional requirements and expectations. All courses will meet Transportation Intermediaries Association Institute for Research & Education's quality standards. Furthermore, course developers will originally develop the majority of the course content (it is acceptable to select online course materials from publisher content, OERs, or other online resources; however, these are considered supplemental to instructor-created content).

VIII. Qualifications:

State Council for Higher Education for Virginia (SCHEV) requires all "instructors responsible for delivering the on-line learning curricula and evaluating the students' success in achieving the on-line learning goals are appropriately qualified and effectively supported".

All instructors to develop or teach an existing distance education course in the Summer 2022 and/or subsequent semesters are required to show competence in online instruction by (1) participating in the Transportation Intermediaries Association Institute for Research & Education course development process facilitated by the Instructional Designer (ID), or (2) providing evidence of another online course delivery training (e.g. certificate of completion) deemed equivalent to the Transportation Intermediaries Association Institute for Research & Education course development process as recommended and approved by the TIA Director of Education.

IX. Course Design Quality Review:

Based on national standards of best practice, as well as research and instructional design principles, Transportation Intermediaries Association Institute for Research & Education works with the TIA Education Committee to review all course programs on an annual basis.

The TIA Education Department uses the following areas as a guide throughout the course development process, addressing course quality in the following categories:

- Course Welcome and Introduction
- Course Technology and Tools
- Universal Design & Accessibility
- Content & Activities
- Interaction, Community & Engagement
- Assessment & Feedback

Each course will be evaluated collaboratively with the TIA Education Committee by both the Subject Matter Expert(s) and TIA Education staff.

X. Evaluation of Instructors Teaching Distance Education Courses:

It is the responsibility of the TIA Director of Education and department staff to perform annual evaluations of their faculty whether they teach using a traditional format or a distance delivery format. Faculty are evaluated based on staff and student feedback gathered throughout the

year. Student feedback will focus on students' perceptions of the effectiveness of the online / hybrid learning environment. These responses are used to improve course delivery.

XI. Course Load, Compensation, Ownership of Course Materials and Copyright:

Distance Education courses are typically part of the instructor's regular teaching load, with the rate of compensation at a 50%/50% split of revenue for the association. Any exceptions (e.g., reassigned time for developing courses using new distance technologies) are reviewed on a case-by-case basis, and as per current procedure, must be approved by the TIA Vice President of Meetings & Education, and in some cases the TIA President & CEO.

The ownership rights to course materials for Distance Education courses designed by instructors are held solely by the Transportation Intermediaries Association, unless otherwise stipulated in a separate agreement between TIA and the instructor. As used in this policy, "course materials" shall include course notes, course descriptions, outlines, syllabi, reading lists, assignments, examinations, instructor guides, content (written, visual, audio) and records of the delivery or presentation of the course in any medium.

- **Online Course Development Agreement with Stipend:** The Transportation Intermediaries Association Institute for Research & Education shall have ownership and copyright of online course materials in distance education courses for which instructors shall receive additional compensation in accordance with the parties' course development agreement. Instructors shall have a non-exclusive license to use, update, and market the course materials, provided the Transportation Intermediaries Association Institute for Research & Education's name or logo is not used in connection with the materials without written consent and instructor is not currently teaching the course at for Transportation Intermediaries Association Institute for Research & Education. In the case that a course is co-developed between two or more faculty, the stipend may be shared at the instructor's request, provided that both instructors have entered into a development agreement authorizing shared payment.
- **Online Course Development Agreement without Stipend:** Instructors who develop new course material for Distance Education courses pursuant to an Online Course Development Agreement without Stipend will not receive any additional compensation. By mutual agreement with the instructor, the Transportation Intermediaries Association Institute for Research & Education assigns to the instructor the copyright to online course materials in distance education courses that were prepared by faculty member without additional compensation. Additionally, in the event that a faculty member assigned to teach a course becomes unavailable to teach that course, the Transportation Intermediaries Association Institute for Research & Education will retain the rights and will be permitted to use the course materials.
- **Rights of College regardless of whether or not faculty member received additional compensation:** Under both of the Online Course Development Agreements summarized above (with or without Stipend), the Transportation Intermediaries Association Institute for Research & Education retains the following rights:

- The right to use the course materials for purposes of the Transportation Intermediaries Association Institute for Research & Education's internally administered programs of teaching and research.
- The right to maintain continuity beyond the original version of the course materials by creating derivative works, to the extent necessary to correct errors, keep the content current and relevant, and to maintain the usefulness and quality of the course material as a Transportation Intermediaries Association Institute for Research & Education instructional offering.

While the instructor is as an independent contractor for the Transportation Intermediaries Association Institute for Research & Education, they will be consulted regarding the preparation of any derivative works and will be given first right of refusal to teach any sections of the course that are scheduled to be offered online (TIA Director of Education and/or TIA Vice President of Meetings & Education can approve on a case-by-case basis). Once the instructor is no longer an active independent contractor of the Transportation Intermediaries Association Institute for Research & Education, the Transportation Intermediaries Association Institute for Research & Education may prepare derivative works without consulting the instructor.

The Transportation Intermediaries Association Institute for Research & Education will give credit and attribution to the faculty member in its use of the work, where appropriate.

XII. Course Development and Delivery Process:

Departments or individual instructors (with department approval) may propose new Distance Education courses for development. To encourage high quality course offerings, proposals for creating new Distance Education courses and programs and proposals for converting existing courses to a distance format are given careful review by TIA Education Staff and the TIA Education Committee. Courses that align with new program development, and/or with a high- demand will be given priority.

Distance Education courses should be approved at least one month prior to release of delivery to allow for sufficient instructor training and marketing. The process for developing and delivering existing DE courses is outlined below:

- Instructor obtains approval from TIA Director of Education and/or TIA Vice President of Meetings & Education to propose and offer the distance education course
- Instructor (sometimes referred to as SME, or Subject Matter Expert) submits the Distance Education Course Proposal Form via email to TIA Director of Education
- The proposal goes to the TIA Director of Education TIA Vice President of Meetings & Education, TIA Education Committee, and in some cases the TIA Foundation Board, for review and approval
- Meeting times and dates for hybrid courses must be available to the TIA Director of Education and TIA Vice President of Meetings & Education at the time of scheduling in writing via email

- SME meets with TIA Education Staff to review requirements and expectations outlined in Distance Education Policy
- For their first development experience, the SME works with TIA Education Staff and in some cases TIA Education Committee members throughout the training and the course development process. For subsequent Distance Education course developments, the SME will work directly with TIA Education Staff to set up a collaborative development plan
- Prior to the course being made available to students, the course is reviewed collaboratively by TIA Education Staff, the TIA Education Committee, and the SME using the Course Design Quality Review process outlined above
- Students will be made aware of course delivery mode at time of registration. Students must be made aware of meeting dates, times and locations of hybrid courses at time of registration
- In accordance with Transportation Intermediaries Association Institute for Research & Education's LMS policy, the course is made available to students on the release date outlined in the online course catalog
- Upon successful completion of the course development process, if the instructor entered into a Course Development Agreement with Stipend, the stipend payment may be released and paid to the instructor as soon as practicable
- The course is delivered with continued support, as needed, by TIA Education staff

XIII. Course and Program Review:

Courses

Annually, all Distance Education courses will participate in a course review process using course data, data from the Distance Education-specific questions in the course evaluations, and with TIA Education Committee feedback. This is a collaborative revision process based on feedback from the instructor, TIA Education Committee members, and TIA Education Staff. Review consists of completing Distance Education course development training if staff, committee members, or TIA Education Staff has not already done so and working with the TIA Director of Education to explore new instructional techniques to revise and improve the course. Courses will be reviewed using the following three areas:

- Enhancing student learning
- Course design and management
- Increasing student satisfaction (classroom community, feedback, etc.)

Programs

All Distance Education courses and programs are subject to the program review as required by State Council of Higher Education for Virginia (SCHEV). In addition to the requirements of the TIA Annual Program Review, programs with significant online presence (over 75%) need to provide evidence of the following four criteria:

- Digital accessibility & student access to learning
- Frequency and effectiveness of student-student and student-instructor interaction

- Effective student assessments and instructor feedback
- Providing technological support and transparency for students

XIV. Definitions

Distance Education (DE) includes the transmission and exchange via the Internet of any outcomes-based learning and instructional material to an audience that is physically separated from the source of the instruction. DE may include fully online courses, asynchronous or synchronous, and hybrid courses. Distance education requires special techniques of course design, instructional techniques, assessment, and methods of communication by electronic and other technologies.

Online Courses are those courses delivered wholly online with no location requirements. These courses are generally considered to be asynchronous, but some may have synchronous components.

Hybrid courses are those courses intentionally designed with a combination of face-to-face and online learning, although it could refer to a blending of other modalities (such as interactive video and online). This can apply to courses or programs.

Contacts

TIA Education Department: education@tianet.org, 703-299-5700

TIA Education Manager, Anthony Mascarenhas: mascarenhas@tianet.org, or 571-982-5070, Ext 250

TIA Director of Education, Jonathan Baker: bakerj@tianet.org, or 571-982-5205, Ext 257

TIA Vice President of Meetings & Education, Cindy Amos: amos@tianet.org, or 703-299-5710, Ext 222