

**NORTH CENTRAL
DISTANCE LEARNING NETWORK
(NCDLN)**

**POLICY & PROCEDURE MANUAL
2007-2008**

Table of Contents

NETWORK HISTORY & PURPOSE	4
NETWORK GUIDELINES	5
Operating Calendar:	5
Voting Issues:	5
ITV Equipment:	5
Network Meetings	5
Policy & Procedures Manual	5
Contacts.....	5
MEMBERSHIP APPLICATION.....	5
GENERAL INFORMATION	6
Outreach Courses.....	6
College Advantage Courses	6
Enrollment Guidelines.....	6
Concurrent Credit Students	7
Dual-Credit Students.....	7
Kansas Board of Regents	7
Kansas State Department of Education	7
Outreach Site Coordinators	7
ACADEMIC CALENDARS & SCHEDULES	8
NCDLN Calendar	8
Academic Schedule	8
A/B Schedule	8
Period Schedule	8
Spring Break	8
Holidays	8
In-service Days	8
Course Offerings/Needs Assessment	8
Host & Receive Sites	8
STUDENT ENROLLMENT	9
Class Minimums	9
Lecture Class Maximums.....	9
Workshop Class Maximums	9
Pre-Enrollment Deadlines	9
Dropping Classes	9
Final Enrollment.....	10
Scholarships	10

STUDENT BEHAVIOR.....	10
Student Contract.....	10
Student Orientation.....	10
Consequences for Inappropriate Behavior.....	11
INSTRUCTIONAL REQUIREMENTS & EXPECTATIONS.....	11
Instructional Policies & Procedures	11
Syllabi	11
Textbooks	11
Handouts/Supplemental Materials.....	11
Attendance.....	11
Academic Integrity	12
Grading.....	12
Communication.....	12
Room Monitors	12
GENERAL OPERATIONS.....	12
Facilities & Supplies.....	12
Technical Difficulties	12
Video-taping Class Sessions	13
Inclement Weather.....	13
FACULTY	13
Qualifications	13
Equipment Training.....	13
Evaluation	14
Instructor “Planned” Absence	14
Instructor Illness.....	14
Appendix	
NCDLN Contacts	
College Advantage Student Contract	
Outreach Student Contract	
High School to High School Student Contract	
Membership Application	

NETWORK HISTORY & PURPOSE

The North Central Distance Learning Network (NCDLN) was initiated in 2002 for the purpose of enhancing partnerships and educational opportunities between Barton County Community College (Barton), Russell High School, Lucas-Luray High School, Wilson High School, Quivira Heights High School and Victoria High School. The originating members contributed the necessary funds to purchase and install equipment during the first fiscal year (\$5,000) and to pay a subsequent fee of \$2,000 through 2008. All originating members were recipients of the Rural Utility Services (RUS) grant and used grant funds to help offset equipment expenses. Original equipment was purchased through the NCDLN.

In 2005, Claflin High School was unanimously voted in as a new member of the NCDLN. As required of new members at that time, Claflin High signed a three-year network agreement, paid the year one T-1 costs and the network membership fee of \$3,500. The school received a Kan-ed grant to assist with equipment costs.

Ellsworth High School joined the network in 2007. The school signed a three-year network agreement and paid the revised initial network membership fee of \$2,000.

The network's connectivity changed in 2006. All NCDLN partners share college and high school coursework over the Kan-ed network. NCDLN members pay a \$1,000 annual fee.

Membership is based upon a common desire to achieve the following goals:

- ✓ expand the College's College Advantage and Outreach programs,
- ✓ diversify course offerings,
- ✓ utilize college instructors with required teaching requirements,
- ✓ share high school instructional resources,
- ✓ utilize the network for staff meetings,
- ✓ grant network access to business and industry, community members, and other interested parties.

The goals of the network are:

- ✓ create an ITV network which enables rural educational providers access to synchronous interactive instruction in an efficient and cost-effective manner.
- ✓ enhance educational opportunities for traditional and non-traditional rural students.
- ✓ identify future opportunities for collaborative educational projects.

The objectives of the network are:

- ✓ expand the College's College Advantage and Outreach programs,
- ✓ diversify course offerings,
- ✓ utilize college instructors with required teaching requirements,
- ✓ share high school instructional resources,
- ✓ utilize the network for staff meetings, and
- ✓ grant access to business and industry, community members and other interested parties.

NETWORK GUIDELINES

Operating Calendar:

The NCDLN operates on a traditional calendar year (January 1-December 31).

Voting Issues:

Each network member will be entitled to one “vote” on network issues. A representative member will cast votes either at a partner meeting or by absentee ballot. A quorum of no less than the majority of members shall be required to carry out official NCDLN business. Voting issues not related to new membership applications will be determined by a simple majority of participating members.

ITV Equipment:

The instructional television (ITV) equipment utilized by the NCDLN shall operate using H.323 video over IP protocol with each site connected to the Kan-ed network. Upgrades in equipment and/or technology shall be left to the discretion of each member site. Each member will work with Barton’s technical staff to ensure that all necessary and reasonable accommodations are available to build an ITV studio conducive to the effective delivery of instructional television. All members will be expected to maintain service contracts with the appropriate vendors.

Network Meetings

The network meets up to six times a year. Meetings are conducted to develop and implement network procedures, plan for and adopt academic schedules, and resolve network issues. Additional meetings may be called as necessary. Meetings are conducted face-to-face or via the ITV network.

Policy & Procedures Manual

Each spring, participating members will review the network’s policy & procedure manual. All amendments to the policy and procedures manual will be subject to approval by a simple majority of participating members.

Contacts

Each partner shall provide both an administrative and technical contact to ensure that ITV instruction is accessible and effective in delivery. A list of partners and network contacts is located in the Appendix.

MEMBERSHIP APPLICATION

Parties interested in joining the NCDLN need to submit a written application. Barton will research the application based on required technical, instructional and financial resources and services and will present their findings to the network consortium. If the research reveals that Barton cannot provide the resources or services required to maintain the expected quality of the network, Barton will request that the network deny the application.

Current network partners will review all applications. Applicants may be asked to attend a NCDLN partner’s meeting for additional conversation with current members. A unanimous

vote is necessary to obtain membership. Applications must be received by October 1 in order to be considered for membership for the upcoming academic year.

Special Note: It may become necessary to amend the application process in order to comply with grant timelines and/or requests from high schools to enter into the network at an alternate time. In such cases, Barton will keep current members updated on such developments. A unanimous vote is necessary to amend the application process.

Applicants accepted into the NCDLN must be Kan-ed members and must sign a minimum three-year agreement to participate in the network. Agreements will be renegotiated near the end of the current agreement term.

New members are responsible for:

- compliance with Barton’s specifications regarding ITV equipment and facilities,
- equipment purchase and installation in year one (cost to be determined),
- costs associated with connectivity,
- equipment service contracts,
- initial network membership fee (\$2,000), and
- annual network membership fee for year two and beyond (\$1,000 per year).

The network’s membership fee covers technical consulting and assistance; administrative costs associated with meetings, in-services, scheduling, staffing and training; miscellaneous equipment replacement; grant assistance; and E-rate assistance.

All applicants are welcome to apply for grants to offset equipment costs. Potential grant funds may be available in conjunction with the College and/or other agencies. Applicants must follow guidelines stipulated in their respective grant applications.

GENERAL INFORMATION

Outreach Courses

Classes occurring outside the normal high school day. Outreach classes occur at night or during “zero period” and are taught by approved Barton instructors.

College Advantage Courses

Classes offered during the high school day that may be available for concurrent credit to eligible high school students.

Enrollment Guidelines

Enrollment in college coursework is open to community members (daytime classes require high school approval) and high school students who meet the following criteria:

- ✓ high school junior or senior or gifted underclassmen with an IEP
- ✓ high school principal’s permission
- ✓ successful completion of pre-requisites including placement requirements
- ✓ enrollment and payment

Enrollment in coursework will be limited to the minimum/maximum class size requirements and priorities.

Concurrent Credit Students

Pursuant to the Kansas Department of Education and Kansas Board of Regents policies, each school district may approve college coursework for concurrent credit. High school students enrolled in college credit classes who receive both high school and college credit are considered concurrent students. Some college classes are used to replace required courses for high school graduation and others are used as electives toward the same graduation.

Special Note: Pursuant to the Kansas Board of Regents and Department of Education policies, each school district may approve outreach classes for high school credit (concurrent credit).

Dual-Credit Students

High school students who are enrolled in college courses for which only college credit is earned, but who are also enrolled in high school coursework may be counted in the average daily membership at the high school. Students in this situation are considered dual-credit students

Kansas Board of Regents

The Kansas Board of Regents requires that all college classes meet minimum “seat time” requirements. For a lecture course, 750 minutes per credit hour are required. For lab courses, 1125 minutes of seat time are required.

Kansas State Department of Education

The Kansas Department of Education permits high school students to participate in college coursework during the normal school day. In cases where a school district elects to approve a college course for high school credit and the instructor of record is a college faculty member, the instructor is not required to meet Department of Education certification requirements, provided all students are enrolled in the coursework for college credit.

School districts may choose to utilize the network to share high school courses. In such cases, it is the responsibility of each school district to verify that the instructor of record complies with the Department of Education requirements for teacher certification. Districts in the network are required to schedule high school classes at times different from the college course schedule.

Outreach Site Coordinators

The College seeks to hire an Outreach Site Coordinator at each network site. Site Coordinators work in conjunction with the College and network representatives, while serving as a liaison between the outreach community and the College. Site Coordinators are trained on the operations of the ITV equipment and will require access to the school building and the ITV room.

ACADEMIC CALENDARS & SCHEDULES

NCDLN Calendar

Partners are required to submit their upcoming school calendar (including holiday and in-service schedules) as early as possible. The information received will be combined with Barton's academic calendar for the creation of a NCDLN academic calendar.

Academic Schedule

The NCDLN seeks to approve an academic schedule that includes College Advantage and Outreach classes, start/end dates, enrollment dates, and A/B rotation (for block schools) by February 1. It is understood that partners may need to amend the schedule. Amendments should be communicated as soon as possible to the network and will require approval by a majority vote of the partners.

A/B Schedule

For schools in the network that operate on a block schedule, the NCDLN offers College Advantage courses during the high school day that follow an A/B block schedule and rotate on a weekly basis. Class times for block classes are as follows: 8:15-9:35a.m., 9:40-10:50a.m., 11:40a.m.-12:59p.m., and 1:10-2:24p.m.

Period Schedule

For schools in the network that operate on a period schedule, the NCDLN offers courses in accordance with Barton's class schedule. Classes meet a 50-minute period.

Spring & Fall Break

The NCDLN observes the third full week of March as spring break. No College Advantage or Outreach classes will be conducted. NCDLN will also observe a fall break beginning with the fall 2008 semester.

Holidays

In light of varying holiday schedules among partners, NCDLN holidays will be approved by the members prior to the start of the academic year. When NCDLN holidays and Barton advisement days are observed, no college coursework will be delivered.

In-service Days

Students **are expected** to attend college classes when high schools are observing in-service days and high school classes are not in session.

Course Offerings/Needs Assessment

NCDLN course schedules are developed based on several criteria, including, but not limited to, student demand, network philosophy, college programming policies, and instructor availability. Network members are encouraged to survey their student's interest in course offerings prior to the development of the next academic year schedule.

Host & Receive Sites

Due to the limitation on the Polycom system, classes originating from the Barton campus or school districts upgraded to a multipoint system will be limited to one (1) host site and

three (3) receive sites (multipoint connection). Classes originating from a receive site not upgraded to a multipoint system will be limited to one (1) host site and one (1) receive site (point-to-point connection).

School districts may upgrade their equipment to allow for multipoint connectivity. The school district will be responsible to fund the expense of the equipment upgrade and subsequent maintenance for each site.

STUDENT ENROLLMENT

Class Minimums

All classes require a collective minimum enrollment of five (5) students.

Lecture Class Maximums

Lecture classes have a maximum enrollment of 35 students collectively. Lecture classes are considered to be courses requiring less intensive grading outside of the classroom environment e.g. College Algebra, Sociology, Psychology, etc.

Workshop Class Maximums

Workshop classes have a maximum enrollment of 25 students collectively. Workshop classes are considered to be courses requiring more intensive grading outside of the classroom environment e.g. Public Speaking, English Composition I and II, etc.

First priority for enrollment into network College Advantage classes will be given to high school students. Exceptions to this guideline must be discussed with the NCDLN membership.

Enrollment will be divided among designated receive sites, not to exceed total class maximums without the expressed permission of the instructor and the respective Executive Director, Dean or higher level administrator. In cases where maximum enrollment is not achieved at a given site, enrollment maximums may be adjusted at other receive sites.

Special Note: Maximum and minimum enrollment numbers for high-school-to-high-school classes shall be negotiated between participating schools.

Pre-Enrollment Deadlines

Each partner shall provide pre-enrollment numbers for fall classes by May 10th. Pre-enrollment numbers for spring classes shall be provided by November 1. In addition, members will be asked to submit pre-enrollment numbers for the upcoming academic year by January 20th.

Dropping Classes

Students will not be allowed to drop College Advantage classes after the drop-date established by their respective high school.

Final Enrollment

All enrollments must be finalized by the date outlined in the College's academic calendar. Students who fail to complete enrollment will be removed from class. To finalize enrollment, students must:

- ✓ complete an enrollment form in person, on-line, or by phone,
- ✓ secure the principal's permission and signature,
- ✓ complete pre-requisites including assessment/placement requirements,
- ✓ pay tuition, fees, and book costs, and
- ✓ complete an ITV contract.

Scholarships

Federal law prohibits high school students from receiving federal financial aid. High school students may pursue local forms of financial aid, such as scholarships provided by civic organizations. Barton offers eligible high school students the Barton Boost Scholarship. Boost recipients are on free and reduced lunches and qualify for up to six (6) college credit hours of tuition and fees per semester. Boost recipients remain responsible for the purchase of their textbooks.

Adult students may qualify for the Barton Incentive scholarship. Eligible recipients receive a scholarship for up to six (6) college credit hours of tuition per semester. Students are responsible for the payment of fees and textbooks.

Students interested in the Boost or Incentive scholarship are encouraged to contact the College's Financial Aid Department at 620-792-9270 for more information.

STUDENT BEHAVIOR

Student Contract

Each student enrolled in a class broadcasted over the ITV network is required to sign a Student ITV Contract. The contract serves to educate students on the uniqueness of ITV courses and outlines expectations relative to student behavior and classroom participation. Workforce Training and Community Education maintains copies of signed student contracts. See the appendix for copies of the various student contracts, i.e. College Advantage, Outreach, and High School to High School.

Student Orientation

During the first class session, a Barton representative (in many cases the instructor) will provide students with an orientation to ITV instruction. Students will receive information on the differences and similarities between traditional and ITV instruction, ITV equipment and student expectations.

NCDLN's members support an understanding and respect for ITV instruction; thus, it is the network's goal to ensure educational integrity and student learning.

Consequences for Inappropriate Behavior

Each student, having signed a student contract, understands the importance of respecting the ITV equipment and instruction. Inappropriate behavior, which distracts from student learning, will not be tolerated under any circumstance. Should an instructor, school official, student, or other witness observe inappropriate student behavior, the behavior should be reported immediately to the school administration and the Executive Director of Business, Technology and Community Education.

Following an investigation by appropriate school personnel, a determination will be made as to the severity of the behavior and student consequences will be administered. Possible consequences include a verbal warning to the student, a verbal warning to the student and parent, a written warning to the student, a written warning to the student and parent, and/or dismissal from class.

Any student receiving more than one reprimand during the course or a semester shall be permanently dismissed from class and will potentially be issued a failing grade in his or her coursework.

INSTRUCTIONAL REQUIREMENTS & EXPECTATIONS

Instructional Policies & Procedures

NCDLN members may access Barton's current instructional policies and procedures on Barton's website (www.bartonccc.edu). To view these policies, select the Learning & Instruction site on the "Quick Picks" scroll down bar. Once you have navigated to this website, please click "Instructional Policies."

Syllabi

All courses approved for college credit shall follow Barton's approved syllabus and adhere to the approved course outcomes and competencies.

Textbooks

All courses approved for college credit shall use the Barton approved textbook.

Handouts/Supplemental Materials

Instructors may choose to utilize handouts and supplemental materials. Faculty will coordinate the distribution of these materials with the high school contact.

Attendance

The learning process is greatly diminished when students are absent from class. It is imperative that students make every effort to attend class. When students anticipate an absence, it is their responsibility to notify the instructor in advance and to secure notes and assignments from another student. Students may also contact the instructor for assistance; however, the instructor is under no obligation to "re-teach" the material to an absent student.

Academic Integrity

Barton is committed to academic integrity in the classroom. By maintaining standards for instruction, the learning process is enhanced and respect for learning is maintained.

Grading

The instructor of record shall administer grades based on their interpretation of the student's performance in class. College grades assigned to concurrent students will be reflected on the student's high school transcript. In the event that an individual partner's grading scale does not match the College's grading scale, adjustments will be made to reflect the college grade.

In order to comply with Kansas State High School Athletic Association regulations relevant to student eligibility, faculty will submit weekly grades to each district on the last working day of the week. Grades (letter and numeric) will be submitted by fax or email. In the event that a district manages a grading system that is not compatible with Barton's system, the district will adjust the grade to match their system, while maintaining the actual letter grade issued by the College

Communication

It is the responsibility of each school administrator to provide the instructor of record with a list of weekly activities each Friday, no later than 1:00 p.m. Administrators are encouraged to utilize email to disseminate the weekly schedule.

Furthermore, it is the student's responsibility to communicate absences at least 24 hours in advance of the anticipated absence. Additionally, instructors shall communicate anticipated absences, library research days, and other activities, which affect student activity in advance to the school administration. School districts and instructors are encouraged to utilize email for this purpose.

Room Monitors

School districts are responsible for monitoring student activity in the ITV room. It is recommended that monitoring take place either by assigning school personnel to attend the class or by electronic monitoring equipment.

GENERAL OPERATIONS

Facilities & Supplies

NCDLN members will ensure that the ITV room is accessible to students and will be responsible for maintaining an adequate supply of consumables for the ITV room (i.e. paper, ink cartridges, etc.).

Technical Difficulties

In the event that technical difficulties result in the inability to broadcast or receive coursework, the first course of action is to communicate the problem. If the technical difficulties rest with the host site, it is the responsibility of the instructor and/or Coordinator of ITV Technologies to immediately contact each receive site by telephone and advise them of the technical difficulty. If the technical difficulties are occurring at the receive site,

it is the school administrator's (or designee's) responsibility to contact the Coordinator of ITV Technologies and the instructor.

When technical difficulties cannot be resolved, instructors and students will work together to develop a plan of action. Students may be asked to travel to another site, the instructor may video tape the class, and/or the class may be cancelled.

Video-taping Class Sessions

ITV classes may be video taped for instructional value, faculty review, student disciplinary action, and other appropriate reasons. Barton will not provide video-taped classes due to student absence. However, videotapes may be made available to students if technical difficulties and/or inclement weather prevent the delivery of a class. Districts may tape class sessions from their site if the appropriate equipment is available.

Inclement Weather

In the event that inclement weather results in the closing of the host site, classes will be canceled at all receive sites. If the host site is closed due to weather, a public service bulletin will be transmitted on most local television and radio networks. Barton will report the closing to the respective receive sites including school administration and/or Outreach Site Coordinators, depending on which classes are cancelled (College Advantage and/or Outreach).

Special Note: For Outreach classes, Barton officials will make every effort to contact the instructor(s) and students.

Should inclement weather result in the closing of the receive site, a NCLDN representative shall report the closing to the Coordinator of Outreach, who in turn will notify the Coordinator of ITV Technologies and the appropriate instructors. In this situation, the host site will continue to broadcast classes to any other receive site(s) which remain open. The instructor will videotape the class and forward it to the students at the closed remote site(s), via the appropriate contact person.

Special Note: If a receive site is closed due to weather and the host site is not, students will **not** be expected to attend class. Students are; however, expected to contact their instructor to discuss missed assignments.

FACULTY

Qualifications

Faculty teaching college coursework across the network will be approved by Barton and will meet required instructor credentials as defined by the Kansas Board of Regents and the Higher Learning Commission. Instructors will be expected to comply with Barton's instructional policies.

Equipment Training

The Coordinator of ITV Technologies will provide equipment training for faculty, administration, and other personnel using the network.

Evaluation

Students will have the opportunity to evaluate their instructor, the course, and the method of instructional delivery at the conclusion of each class.

Evaluations may also be administered through telephone surveys, administrative classroom visits, and student initiated reporting. Network members reserve the right to evaluate each course and may report observations to the Executive Director of Business, Technology and Community Education.

Instructor "Planned" Absence

In the case of a planned absence, an instructor is required to notify the high school administration, the appropriate college contacts and students at least three (3) days prior to the planned absence.

The instructor will either secure a substitute to facilitate class from the host site or will provide assignments for the students to work on during the class period. In the latter case, the instructor will provide the assignment to the school administrator at least three (3) days prior to the planned absence. The school administrator will ensure that the assignment is distributed to the students and that the students are adequately supervised.

In no situation shall the instructor direct students to a non-classroom setting, such as a library, without obtaining permission, at least 48 hours in advance, from the school administration at each receive site.

Instructor Illness

In cases of instructor illness, the instructor or designee will notify the school administration and the appropriate college contacts. The instructor will make every effort to locate a substitute or to make alternate arrangements for the class period(s) missed. If the instructor is unable to secure a substitute, each district will be responsible for supervising students during the class period. If the instructor is ill for an Outreach class, the Coordinator of Outreach and the Site Coordinator will make every attempt to notify the students.

Draft #1 – 4/17/07 E.S.

Final – 7/22/07 E.S.