

Faculty Guide for Distance Learning

What is Distance Learning?

Madisonville Community College offers a variety of methods of instruction to meet the needs of our students. These methods include web-enhanced and on-line instruction, (KET) televised instruction, and interactive television (ITV).

Web-Enhanced courses strengthen traditional classroom learning with online resources, discussions and activities. Some online activities may be required to complete the course. Some examples of online activities are submitting an assignment through e-mail or posting on a website; or participating on a web-based discussion board about a designated topic. Students still attend on-campus classes, which follow the conventional start/finish schedule.

On-Line courses – also referred to as Web-Only courses – can be taken primarily over the Internet from a student's home, school, office, etc. Faculty members use a Web-course management system (Blackboard) to administer course content, discussions, interactions and resources. Attendance in a physical classroom is minimal to none.

Interactive Television (ITV) courses are courses taught at Madisonville or another college with the students at one location/college and students in classrooms at the distant location. The close-circuit TV system makes it possible for the student to talk to the instructor and classmates at the distant location. The class may be broadcast simultaneously to several other community colleges. Students are required to come to MCC at the time the class is broadcast. Assignments are submitted by mail, FAX, or e-mail. Students who wish to talk with the instructor after the broadcast may do so by e-mail or phone. A facilitator is available throughout the class broadcast to assist students with the equipment. ITV allows students to take classes that might not be available locally.

KET courses – a KET course is a class broadcast on the Kentucky Educational Network. Students are required to watch a weekly program, complete readings in a textbook, and submit assignments to the local instructor. Most KET courses require students to come to campus for face-to-face meetings or exams. Communication with the instructor is by telephone, FAX, or e-mail.

MCC provides faculty with the resources necessary if you are interested in teaching classes using any of the above methods. Following are contacts and links to those resources:

Tang Suppacheewa – web-enhanced, online and ITV courses

Library – KET course – Cherry Berges at 270-824-8677 or cherry.berges@kctcs.edu

KCTCS Resources

Faculty and Staff eLearning Support: <http://www.kctcs.edu/prodev/eSupport/>

Students and Parents: <http://www.kctcs.edu/distancelearning/>

DocuShare Distance Learning Folder:
<http://unity.kctcs.edu/docushare/dsweb/View/Collection-1696>

Distance Learning Policies and Procedures (Administrative Regulations):
<http://www.kctcs.edu/employee/policies/volumell/voll14-14.pdf>

Blackboard login: <http://elearning.kctcs.edu>

Library Resources and Links

Madisonville Community College library can be reached at the following URL. You will find information about the libraries and forms to help you use the library's resources.

<http://www.madisonville.kctcs.edu/libraries/services.html>

Links to websites which provide access to the library catalog, electronic books, reference books, newspapers and databases providing articles can be found on the following page.

<http://www.madisonville.kctcs.edu/libraries/resources.html>

If you need assistance from library personnel, please consult the library contacts listed on the library services page or contact Cherry Berges at 270-824-8677 or cherry.berges@kctcs.edu

Copyright information and Links

Copyright is a serious concern for faculty teaching classes. As a teacher, you may include copyrighted works without permission in your classes if they have come into the public domain, if they are covered by the tenets of Fair Use, or if they are covered by the TEACH (Technology, Education and Copyright Harmonization) Act of 2002. The following universities have excellent information available at the following websites.

For explanations and clarification of copyright law, check the following websites:

<http://copyright.iupui.edu/>
<http://www.copyright.cornell.edu/>
<http://fairuse.stanford.edu>

The Library of Congress websites below has the law, frequently asked questions, etc.

For information about copyright law, click on the following urls:

<http://www.copyright.gov/>
<http://www.copyright.gov/title17/index.html#new>

Disability Information and Links

Distance Learning faculty members have the responsibility to provide accessible electronically delivered course content that is compliant with Section 508 of the Americans with Disabilities Act. Information on procedures, contacts, and links has been provided to help faculty better serve students with disabilities that are enrolled in their classes.

Faculty Responsibilities

1. The faculty member will make available the name and contact information of the Disabilities Services Coordinator on each course syllabus. The following statement will be included at the bottom of each syllabus each semester. It should be printed in 20 point font as recommended by American's with Disabilities Act.

Students with Disabilities Policy Statement:

“Students with documented disabilities that require individualized accommodations should do two things: contact the Disability Resource Coordinator at their Home College and inform their instructors. Once the student has contacted the Disability Resource Coordinator at the Home College, that Coordinator will communicate with the student's instructors and/or the Disability Resource Coordinator at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student.” Disability Resource Coordinator at Madisonville Community College is Valerie Wolfe, 112 LRC, 824-1708 or Valerie.wolfe@kctcs.edu

2. **In the case of Distance Learning:** The faculty member will encourage students with disabilities to contact the Disability Services Coordinator at the home college for assistance in requesting reasonable accommodation(s).
3. The faculty member will receive appropriate information regarding a student's disability request from the Disability Services Coordinator.
4. The faculty member is expected to provide reasonable accommodation(s) when notified by the Disability Services Coordinator.
5. The faculty member will discuss the reasonable accommodation request and implementation procedures with the student.
6. The faculty member will contact the Disability Services Coordinator if he or she has questions or concerns about the accommodations requested.

7. **In the case of Distance Learning:** If the faculty member has questions or concerns about the accommodations requested, he or she will contact the Disability Services Coordinator at the student's home college via the Disability Services Coordinator at the delivering college.
8. If at any time during the semester, the student is not using the accommodation(s) appropriately, the faculty member should contact the Disability Service Coordinator.
9. The faculty members will be aware of the3 grievance process and procedures.

Procedures for Students

Madisonville Community College students enrolled in Distance Learning classes who require an accommodation must contact the Disability Resource Coordinator, Valerie Wolfe. She can be contacted at 270-824-1708 or Valerie.wolfe@kctcs.edu.

Students must register with the Disability Resource Office and provide documentation of their disability and how it will impact them in the Distance Learning class.

Documentation will be reviewed by the Disability Resource Coordinator. The coordinator and the student will discuss the impact the disability has on the class and the appropriate accommodations. Faculty, staff and outside professionals will be consulted if needed.

The Disability Resource Coordinator will ensure that all documentation is kept confidential and shared with college personnel on a limited need-to-know basis.

The Disability Resource Coordinator will contact the Disability Resource Coordinator at the campus delivering the course if it is not Madisonville Community College. The delivering campus is the campus where the faculty member teaching the class is employed.

The Disability Resource Coordinator will contact the instructor(s) at the delivering college and outline the accommodations requested for the student and how they will be implemented. The Disability Resource Coordinator will work with the student, the instructors, and any other personnel necessary to resolve any issues that may arise.

Students should contact the Disability Resource Coordinator at the home campus if accommodations are not provided in an effective manner or a timely way.

Students with disabilities who believe they have been discriminated against on the basis of their disability may contact the EEO Coordinator, Jay Parrent, at 270-824-8571 or jay.parrent@kctcs.edu.

Faculty Responsibilities

Madisonville Community College faculty will make available the contact information for the Disability Resource Coordinator through the course syllabus or orientation information.

Faculty will encourage students with disabilities to contact the Disability Coordinator at their home campus for assistance in requesting accommodations.

Faculty, student and Disability Coordinator will discuss the accommodations and the implementation procedure.

Faculty will contact Madisonville's Disability Resource Coordinator, Valerie Wolfe at 270-824-1708 or Valerie.wolfe@kctcs.edu, if they have questions or concerns about requested accommodations.

Faculty should contact Madisonville's Disability Resource Coordinator, Valerie Wolfe, anytime during the semester if the student appears not to be processing or using the accommodation appropriately. Madisonville's Disability Resource Coordinator will then contact the Disability Coordinator at the home campus if it is not MCC.

Disability information links for faculty offering distance learning classes.

Madisonville Community College Disability Resources:
<http://www.madisonville.kctcs.edu/disability/index.html>

Student Distance Learning Guide:
http://www.madisonville.kctcs.edu/current/docs/dl_student_guide.pdf

KCTCS Faculty resources: <http://www.kctcs.edu/prodev/eSupport/resources.html>
Includes the following links:

- [ADA Homepage](#)
- [Section 508](#)
- [W3C Accessibilty Checklist](#)
- [KCTCS ADA site](#)
- [KCTCS ADA - Docushare site](#)
- [Create Accessible PDFs](#)
- [AccessIT](#)
- [WebAIM](#)
- **Accessibility Checkers**
 - [CynthiaSays](#)
 - [Color Checklist](#)
 - [Bobby World](#)