



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

PROCEDURE: 5.1.9p.L1

WGTC Off-Site Locations and Mode of Delivery

Adopted: June 15, 2020

Purpose

All college policies and procedures and accreditation standards apply to all academic programs/courses regardless of location and mode of delivery. Academic administration provides oversight to all instruction at every campus/location and in distance education courses. Each program/course at all locations follows the same curriculum which is coordinated by full-time faculty.

Procedures for Approval of Off-Site Locations

All off-site locations

All off-site locations must be approved prior to offering a program/course at the location.

1. Prior to offering a program/course initially at any off-site location, the Academic Dean is responsible for completion of the approval form: Off-Site Facility, Equipment and Library Resource Form. This form is listed in the appendix of this document and includes the classes/programs offered at the location, evaluates current equipment/facilities, identifies equipment needed, and evaluates library resources at the location.
2. The Academic Dean and the program coordinator/instructor visit the location/classroom/lab to ensure it is appropriate for the program/course. If equipment is needed, the needed equipment list must be attached to the form.
3. The library resources will be evaluated by a member of the library staff.
4. Each of these forms are submitted to the Executive Director of Academic Affairs, the Executive Vice President for Academic Affairs and the Associate Vice President for Institutional Effectiveness (AVPIE). If the off-site location is a new location, the Wiregrass Substantive Change Procedure (WGTC 2.3.5p.L.) will be followed.
5. The completed form is housed on the WGTC Intranet.

Correctional Institutions

If the off-site location is a correctional institution where students are unable to go to the WGTC library facilities, an interlibrary agreement must also be completed. This interlibrary agreement is completed by the WGTC library staff.

Dual Enrollment Secondary Institutions

If the off-site location is a dual enrollment secondary location, the Dean coordinates with the Executive Director of High School Services to determine the high school course credit which aligns with the Wiregrass course. Dual enrollment courses taught by high school instructors (Concurrent Enrollment Program (CEP) instructors) are assigned a faculty liaison. Faculty liaisons are full-time or part-time Wiregrass faculty that currently teach or have taught in their credentialed subject area. The Academic Administration assigns faculty members to concurrent enrollment instructors based on their area of expertise. The liaison provides support and guidance to his/her assigned CEP instructor(s). Faculty liaisons are essential for assuring that college course standards and objectives are met. In addition, faculty liaisons serve as the main line of communication between CEP faculty and the college.

Distance Education

Wiregrass Georgia Technical College uses Blackboard Learn, a learning management system (LMS) that allows students to access distance education classes. The Executive Director for Distance Education will be notified of all new programs/courses offered through distance education. The Executive Director for Academic Affairs is responsible for the approval process of suspending face-to-face delivery of a program and exclusively offering the program through distance education. Distance education and Blackboard Learn training is provided by the Wiregrass Distance Education Department. The distance education courses are developed by the faculty members and are comparable to the traditional face-to-face course. The Academic Dean and Distance Education Department conducts quality assurance reviews of online courses.

Responsibility

The Executive Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

References

WGTC Procedure 2.3.5p.L. Substantive Change

WGTC Procedure 6.3.1p3.L. Wiregrass Distance Education Student Privacy