



**POLICY TITLE**  
*Digital Learning*

**POLICY NUMBER**  
*1-4180*

<b>Responsible Office:</b> <i>Office of the Provost/Vice Chancellor for Workforce and Student Development</i>	<b>Effective Date:</b> <i>08/30/2024</i>
<b>Responsible Official:</b> <i>Provost/Vice Chancellor for Workforce and Student Development</i>	<b>Last Reviewed Date:</b> <i>07/2/2024</i>
<b>Policy Classification:</b> <i>Academics, Workforce, and Student Development</i>	<b>Origination Date:</b> <i>02/16/2007</i>

**I. POLICY STATEMENT**

Baton Rouge Community College (BRCC) is committed to providing exceptional digital learning experiences that enhance access to education, promote student success, and support academic excellence. This policy establishes the framework for the development, delivery, and evaluation of synchronous and asynchronous courses, ensuring they meet the highest academic standards and comply with accreditation requirements.

**II. POLICY RATIONALE AND SCOPE**

This policy outlines the procedures and guidelines for offering online, hybrid, and hyflex courses at BRCC, ensuring alignment with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards and the Louisiana Community & Technical College System (LCTCS) policies. It applies to all digital learning courses developed and taught by BRCC faculty and addresses faculty training, course design, and the secure management of online assessments.

**III. POLICY AUDIENCE**

This policy applies to all current and prospective students of BRCC and all full-time and part-time (adjunct) faculty and professional staff involved in the development and delivery of digital learning courses.

**IV. POLICY COMPLIANCE**

Failure to adhere to this policy will result in non-compliance with Louisiana Community & Technical College System (LCTCS) Policy #3.001, Electronic Learning Policy Statements and SACSCOC Principles of Accreditation: Distance and Correspondence Education.

## V. POLICY DEFINITIONS

- Digital learning course: any course that is computer-mediated instruction as an online or hybrid course.
- Learning Management System (LMS): a software application or platform designed to manage, deliver, or track educational content, assignments, and resources, such as Canvas, Moodle, etc. (*subject to change*).
- Online course: any computer-mediated course that is delivered 100 percent through a Learning Management System (LMS).
- Hybrid course: any computer-mediated course that is delivered at 50% to 99% through an LMS.
- Hyflex course: any computer mediated course that is delivered onsite and online simultaneously in a synchronous classroom.
- SACSCOC: the accreditation body known as the Southern Association of Colleges and Schools Commission on Colleges.
- Synchronous learning: a form of digital learning where students and instructors interact in real-time, often through live video conferencing, chat, or other digital communication tools.
- Asynchronous learning: a form of digital learning where students can access course materials, complete assignments, and communicate with instructors and peers on their own schedule, without real-time interaction.

## VI. POLICY IMPLEMENTATION PROCEDURES

### **Instructor Professional Development**

Faculty need professional development and training centered in the technological and pedagogical tools necessary for building an effective and engaged digital learning community. Digital learning requires different presentations and pedagogical approaches to make effective and efficient use of technology.

To remain knowledgeable of current instructional technology and digital learning trends, full-time and part-time (adjunct) faculty and staff engaged in digital learning will receive professional development in online course design and pedagogy from their departments, divisions and the Digital Learning and Academic Support Center.

### **Course Design Requirements**

BRCC values academic freedom and encourages instructional innovation to further learning excellence and student success. Online and hybrid courses should contribute to BRCC's goals of providing a distinctive educational experience, eliminating opportunity gaps, and meeting retention and graduation targets. Faculty are responsible for the academic oversight of all courses, programs, and degrees across all modes of delivery. All digital learning courses must be designed according to best practices, guided by the Instructional Excellence Task Force, and developed in collaboration with Department Chairs and Deans. The Dean of the respective division ensures that the content of online courses aligns with the master syllabus, maintaining the same academic quality and content as existing traditional offerings. These courses must also conform to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards and other applicable credentialing and licensing guidelines.

### **Verification of Student Identity**

The College is committed to ensuring the student who registers in a distance learning course or program is the same student who participates in and completes the course or program. To accomplish this, BRCC has implemented procedures to verify the identity of each student who participates in a distance learning course and coursework. This is achieved through secure login credentials required for each student to participate in the distance learning class. Unique usernames and secure passwords in the LoLA (Log on Louisiana) Banner Student Information System are required for students to access all secure online and network college resources. These online resources include, but are not limited to, access to the College's learning management system. As security measures, LoLA Password requirements must be met, passwords cannot be re-used, and passwords expire and must be reset every 180 days. User account credentials are protected and authenticated in accordance with established statewide and industry standards to protect information from unauthorized access, modification and destruction.

### **Online Proctoring**

BRCC's distance learning classes use proctored (supervised) exams or learning activities associated with verification of the student's identity. Where possible, distance learning students may have the option to go to BRCC's Testing Center as approved by the instructor. Some courses require use of technology and a proctored testing software or service to verify the student's identity. Distance learning students are responsible for presenting a BRCC ID or government-issued picture ID when requested. The College reserves the right to implement new or other technologies and practices for verifying the identity of students participating in learning activities or examinations when deemed appropriate for the course.

## **VII. POLICY RELATED INFORMATION**

[BRCC Student Privacy Policy 1-5571](#)

[BRCC Proctoring Tests and Proctor Training Requirements 1-4660](#)

[BRCC Academic Curriculum Development 1-4110](#)

[LCTCS Accreditation Policy 1.011](#)

[LCTCS Electronic Learning Policy 3.001](#)

[SACSCOC Distance Education and Correspondence Courses](#)

## **VIII. POLICY EXCEPTIONS**

Exceptions to this policy can only be approved by the Provost/Vice Chancellor for Workforce and Student Development.

## **IX. POLICY HISTORY AND REVIEW CYCLE**

The policy origination and first effective date was 02/16/2007. This policy will supersede its previous policy and be reviewed and revised, as needed.

## **X. POLICY URL**

Policy can be viewed on the BRCC [website](#)

## **XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



Willie E. Smith, Sr., Ed.D., Chancellor

08/29/2024

Date, *Effective Date of Policy*