

C. Principles of Good Practice.

- (1) This section applies to distance education and distance education programs offered by an institution of higher education operating in this State that is required to have a certificate of approval from the Commission under chapter .01 or .02 of this subtitle.
- (2) An institution shall provide evidence to the Secretary of compliance with the principles of good practice in this section.
- (3) Principles of Good Practice for Distance Education.
 - (a) Curriculum and Instruction.
 - (i) A distance education program shall be established and overseen by qualified faculty.
 - (ii) A program's curriculum shall be coherent, cohesive, and comparable in academic rigor to programs offered in traditional instructional formats.
 - (iii) A program shall result in learning outcomes appropriate to the rigor and breadth of the program.
 - (iv) A program shall provide for appropriate real-time or delayed interaction between faculty and students.
 - (v) Faculty members in appropriate disciplines in collaboration with other institutional personnel shall participate in the design of courses offered through a distance education program.
 - (b) Role and Mission.
 - (i) A distance education program shall be consistent with the institution's mission.
 - (ii) Review and approval processes shall ensure the appropriateness of the technology being used to meet a program's objectives.
 - (c) Faculty Support.
 - (i) An institution shall provide for training for faculty who teach with the use of technology in a distance education format, including training in the learning management system and the pedagogy of distance education.
 - (ii) Principles of best practice for teaching in a distance education format shall be developed and maintained by the faculty.
 - (iii) An institution shall provide faculty support services specifically related to teaching through a distance education format.
 - (d) An institution shall ensure that appropriate learning resources are available to students including appropriate and adequate library services and resources.
 - (e) Students and Student Services.
 - (i) A distance education program shall provide students with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technology competence and skills, technical equipment requirements, learning management system, availability of academic support services and financial aid resources, and costs and payment policies.

- (ii) Enrolled students shall have reasonable and adequate access to the range of student services to support their distance education activities.
- (iii) Accepted students shall have the background, knowledge, and technical skills needed to undertake a distance education program.
- (iv) Advertising, recruiting, and admissions materials shall clearly and accurately represent the program and the services available.

(f) Commitment to Support.

- (i) Policies for faculty evaluation shall include appropriate consideration of teaching and scholarly activities related to distance education programs.
- (ii) An institution shall demonstrate a commitment to ongoing support, both financial and technical, and to continuation of a program for a period sufficient to enable students to complete a degree or certificate.

(g) Evaluation and Assessment.

- (i) An institution shall evaluate a distance education program's educational effectiveness, including assessments of student learning outcomes, student retention, student and faculty satisfaction, and cost-effectiveness.
- (ii) An institution shall demonstrate an evidence-based approach to best online teaching practices.
- (iii) An institution shall provide for assessment and documentation of student achievement of learning outcomes in a distance education program.