Academic Governing Council Decision Report

Introduction to Distance Learning: Policy 8.32
Name Change: Distance Learning Training Materials for Students: Policy 8.32
February 11, 2025

Purpose

Policy 8.32 is designed to ensure that all GRCC students have access to training and materials to support their success in distance learning and in the use of the Learning Management System (LMS). In addition, this policy is written to promote equitable and inclusive access to distance learning.

Decision

On February 11, 2025, the AGC membership voted to approve the revised Policy 8.32 Distance Learning Training Materials for Students (previously called Introduction to Distance Learning) as part of a regularly scheduled review. The revised policy statement follows:

GRCC will provide training and support to students on distance learning and use of the Learning Management System (LMS).

Sponsors

Co-Chairs: Tim Periard, Associate Professor, Biological Sciences and Amy E. Lyn, Executive Director of TLDE

Committee Members: Judith Graham, Assistant Professor, CIS; Drew Rozema, Department Head, CIS, Brandon Berg, Assistant Professor, Physical Sciences; Garry Brand, Professor, Business; and Justin Vogelar, Educational Technologist, TLDE

Rationale/ Supporting Data

The committee updated the policy as follows:

- Students are no longer required to complete the Introduction to Learning Course prior to enrolling in an online or hybrid course. The language to this effect was removed from the Policy.

The committee reviewing this policy:
- Sought and included input from AGC members at three meetings.
- Responded to any input from departments, programs, and individual faculty members.
- The committee benchmarked 19 Michigan Community Colleges.

Implications for Action

The Policy 8.32 team recommends that the following language be added to the Procedures section of the policy document:

In collaboration with faculty and students, TLDE will develop and maintain Navigating Canvas, an asynchronous unfacilitated training to help students utilize GRCC's Learning Management System (LMS). Navigating Canvas will be available to all students from GRCC's website and Canvas resources provided to faculty will include a link to Navigating Canvas from within their courses.

In collaboration with faculty and students, TLDE and Media Technologies will develop and maintain a video describing GRCC's distance learning modalities. The video will be available on the TLC web page.

"TLC" was unclear to members of the AGC body.

Date of Decision by AGC

Date passed by AGC: February 11, 2025
- Yes: 46
- Proxy yes: 7
- Abstain: 1
- Proxy abstain: 1
- No: 1
- Proxy no: 0

Section to be Completed by the Provost

Evaluation Plan

The Distance Learning Training Materials for Students Policy will be evaluated according to the next scheduled review of the policy. This evaluation and review will include feedback from GRCC faculty members and College stakeholders as well as benchmarking from peer institutions.

Next scheduled review of policy: Academic Year 2027-28

Response from Provost

I received this AGC Decision Report on Wednesday, April 2, 2025. I approve of the revised policy name and policy statement recommended by the AGC as outlined above. I am charging the Teaching, Learning, and Distance Education (TLDE) department, led by the department's Executive Director, to coordinate implementation of this policy revision. This will include updating the policy document, reviewing the procedures, and making updates to the procedures according to the recommendations outlined in the implications for action section above (developing and implementing the Navigating Canvas training, creating a video to support understanding of GRCC's learning modalities, and promoting awareness of the Technology Learning Center (TLC)). This will be followed by an update to the Academic and Student Affairs Council once the policy document has been reviewed and updated. Additional steps of implementation will include working with the Provost's Office to update the policy document on the appropriate GRCC webpage and a communication plan about the updated policy document. Full implementation of this revised policy statement should be accomplished no later than the start of the next Academic Year in August 2025.

April 7, 2025