ACD012. Interactive Distance Learning (IDL) Procedure

Procedure Category: Academic/Research

Subject: IDL Television Delivery

Procedure Owner: Vice President of Academic Affairs

Related Procedures: Distance Learning; Class Schedule

I. **Scope**
This procedure applies to the process for managing and delivering classes, meetings and trainings via the Interactive Distance Learning (IDL) television system. Cowley College is a member of the South Central Kansas Distance Learning Network (SCKDLN) which fosters educational partnerships with area school districts. Two representatives from Cowley College serve on the Governing Board of the SCKDLN and attend regularly scheduled meetings.

II. **Procedure Purpose**
The purpose of this procedure is to provide a guide to the management and oversight of the IDL system and the classes and activities that are delivered via that modality through the College and SCKDLN**.**

III. **Definitions**
   a. IDL – Interactive Distance Learning is a teaching modality in which classrooms are equipped with cameras, microphones, and video monitors. Multiple classrooms are networked together so the instructor and students located in one classroom can interact with students in the remote classrooms.
   b. SCKDLN- South Central Kansas Distance Learning Network – A consortium of education institutions and organizations in South Central Kansas whose members share resources and information regarding IDL initiatives. Membership and activities are directed by written by-laws and a governing board.
   c. Multi-Point/Point-to-Point – References the number of sites connected to a video conference session. Multi-point involves more than two sites and requires scheduling with the bridge through Renovo. Point-to-point connects only two sites and is direct dialed from the sending location.
   d. Renovo – Scheduling software that is used by the Kansas state-wide video conferencing network.

IV. **Procedure**

   Academic Programming

   a. An academic class schedule is developed through the Academic Affairs Office (See *Class Schedule Development Procedure)*, with collaboration between SCKDLN school districts and Cowley College outreach locations. Class size limits, combination of sections, and designation of room assignments are part of this process. A maximum number of four sites can be connected in one conference. (One sending and three receiving sites.)
   b. Enrollment of students are managed through the *Registration and Enrollment process.*
   c. The assignment of instructors, over sight of instructors, and the instructional accountability is the responsibility of the Academic Affairs Office.
   d. Prior to the start date, classes are reviewed by the Coordinator/IDL Technology Specialist (IDL Coordinator) to determine which type of IDL connection is required to deliver the course. (Point-to-point or Multi-Point). If the connection is multi-point, reservations are scheduled in Renovo.

   Training & Troubleshooting

a. Orientation and training on the proper use of the IDL equipment are provided by the IDL Coordinator. Additional training opportunities are also offered by the SCKDLN.

b. The IDL coordinator serves as the technology troubleshooter and is available either in person or by phone to answer questions and resolve problems as they arise.

Daily Management

a. Mailboxes are present in each IDL room. They exist for all IDL instructors and are labeled every semester by the designated site coordinator at each location. (IDL Coordinator in Arkansas City).

b. Physical IDL mail items which might consist of class assignments, homework, tests, etc. that is not available to students through their student accounts or email, is delivered between Cowley College campuses (Arkansas City and Mulvane) by inter-campus courier. If mail needs to be sent between the college and high school sites, the USPS is utilized.

c. The IDL Coordinator or designated on-site coordinator is responsible for retrieving the "outgoing mail" from the IDL classrooms and delivering it to the courier pick up location, as well as, retrieving the "incoming" mail from the courier and distributing it in the appropriate instructor mail boxes.

Additional Usage

d. The IDL classroom and equipment may also be utilized for trainings, meetings and non-Cowley classes. These additional activities are scheduled through the IDL Coordinator.

Effective Date(s)

This procedure first became effective April 21, 2015.

Signature and Title

This procedure is implemented by: _____

Title: _____