



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 15, 2005

MEMORANDUM

TO: Distance Learning Administrators
Chief Academic Officers
Continuing Education Administrators
Registrars

FROM: Darryl McGraw, Associate Vice President
Instructional Development and Technology

SUBJECT: New and Expanded Distance Learning (DL) Codes

Earlier in the year, the Distance Learning Council approved much needed changes to Distance Learning (DL) Codes. DL Codes are the identifier for Methods of Instruction in the Data Warehouse and will now include hybrid, web-supplemented traditional, and “digital media” instructional delivery. Digital media includes instructional delivery using CDs, PDAs, and other digital resources not covered by existing DL methods of instruction. The new DL Codes are intended to more accurately record distance learning course sections and enrolment.

Programming these code changes has been completed and was included in patches for both CIS and Legacy Systems. The new DL Codes are effective for the Fall 2004 semester. However, the Data Warehouse will not include Fall Semester 2004 data until late February 2005.

Text articulating the significance of the DL Code changes and the new Codes are attached.

DM/ah
Attachment

c: Presidents
Dr. Saundra Williams
Dr. Delores A. Parker

CC05-037
Email

New and Expanded Distance Learning (DL) Codes

Distance Learning course Codes have been updated to:

- ?? More accurately define the types of distance learning courses and
- ?? Establish three new Code categories.

New DL Codes are effective for the Fall semester of 2004. Data Warehouse figures for Fall 04 will be available by the end of February 2005.

New DL Codes available in the Data Warehouse

- ?? HY – Hybrid
- ?? WB – Web-supported or Web-assisted
- ?? DM – Digital media

Under-reporting of DL enrollment – a chronic problem

Until now, we had no means to accurately count distance learning enrollments. Many feel that in past DL enrollments were under-reported by 20 - 50%. For example, no categories previously existed to record hybrid or web-supported traditional courses. Existing Code definitions were rather ambiguous leading to confusion when courses were coded in the scheduling process. The default setting for Codes is TR (Traditional courses); therefore, uncertainly in the coding process often resulted in a “Traditional” code designation for a DL course.

The result: distance learning enrollment has been underrepresented – resulting in a de-emphasis in the importance of online delivery of instruction and hesitancy by decision-makers to support appropriate funding for DL growth and infrastructure.

Data Warehouse as a resource

Enrollment figures in the Data Warehouse are the “official” numbers used to configure FTE data at each college. Improved DL Codes and definitions are one element in the effort to improve Data Warehouse information. A second relies on comparison of the DL enrollment figures at each college with Data Warehouse figures. We recommend that appropriate administrators and registrars obtain DL enrollment data from their Records Department and compare with a printout of the same courses from the Data Warehouse. Your college Skilled Knowledge Worker can provide a printout of course title, number, and DL Code from the Data Warehouse FTE Universe. The DL Code can be translated to college specific section numbers that reflect method of delivery. That way you can compare section to section to verify that (1) each DL course was properly coded and (2) enrollment figures match up.

The following data fields can be obtained from the FTE Universe. Following is an example from Alamance Community College spring for the Semester of 2003)

Course #	Title	Section Code	Method of Instruction
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Internet (DL Code)

The process to establish 100% coding accuracy will take time. Data Warehouse staff informs me that up to three “cycles” of data input can be required before data is accurate. This is normal as all of us are learning new systems and processes. The important thing is to begin the process now. Within one year, we should begin to have a more realistic portrait of how successful our DL programs really are and just how much service they provide our students. You will be able to begin this process by verifying DL enrollments for fall 04.

Distance Learning Definitions and Revised Code Formats for Data Warehouse

Type of Course	Code	Description
Traditional	TR	College credit or continuing education course where the instructor and students meet face-to-face, according to designated dates/times/location and where there is no Internet or other method of delivery requirement.
Cooperative Education	CP	Instruction consisting of the integration of traditional classroom learning with supervised work experience and where there is no Internet requirement.
Independent Study	IS	Self-paced course in which a student progresses through the instructional materials at their own pace, regardless of method of delivery.
Internet or Online	IN	College credit or continuing education courses where 100% of the instruction is delivered through the Internet.
Telecourse	TV	College credit or continuing education courses where video, television or cassette delivers 100% of the instruction.
Information Highway (Interactive Video)	IH	College credit or continuing education courses where 100% of the instruction is delivered by interactive video.

Digital media	DM	College credit or continuing education course where 100% of the instruction is delivered by non-telecourse digital video or media resources.
Web-supported or Web-assisted	WB	College credit or continuing education course where the primary delivery is via traditional face-to-face method with a requirement those students have Internet access as a supplemental part of the course.
Hybrid	HY	College credit or continuing education course where the primary delivery is on-line with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college.
Teleweb	TW	College credit or continuing education course where the primary delivery of instruction is via telecourse and also requires Internet accesses as a supplemental part of the course.

Technical information

Rick Bundy, Associate Director, College Student Information Systems, distributed the text below, regarding patches containing DL Code changes, in December 2004.

“Delivery method codes for distance learning classes have been modified. In IIPS, delivery codes are referred to as "Methods of Instructions". Three new codes have been added (HY = Hybrid, WB = Web-supported or Web-assisted and DM = Digital Media).

The new codes were effective for Fall 2004.

For CIS colleges, the new codes are in patch 6587. This patch was sent out for general release on 11/16/04. After the patch has been installed, modify the delivery method on any Curriculum or CE section that needs to be reclassified.

For IIPS colleges, the new codes are in service calling SCP.2567. This service call is available now. After the service call has been installed, modify the method of instruction on any Curriculum section or CE Contract that needs to be reclassified.”