

Substantive Change Report for Staff Review

Proposal Information:

Proposal Review Date	November 23, 2021
Institution	Northern Marianas College
Type of Substantive Change	Institutional Approval for Distance Education
ALO	Charlotte Cepeda
WSCUC Staff	Karen Graham

Staff Action and Date:

Approved on 11/23/2021

Staff Findings:

Commendations:

None

Recommendations:

1. The proposal indicates that NMC will continue to use a variety of courses in an online modality. The institution must carefully monitor the number and percentage of courses available for any student in a degree program. Please Note: If it is **possible** for a student to complete a degree program (General Education & Major requirements) by using 50% or more online courses, the degree program would need **Program Approval** as a Distance Education offering even if taken by a single student. [US DOE 34 C.F.R. § 668.8(m)]
2. The institution should continue monitoring new and innovative methods of assuring authenticity for any student using distance education at any level of instruction and assignment submission. [WSCUC CFRs 1.7, 3.5]
3. The institution must be ready to provide evidence of “regular, substantive, faculty-initiated interaction” with any students accommodated with short-term or long-term distance education. [WSCUC CFR 2.5]
4. Program faculty and administration should continue to develop standardized protocols for ensuring “regular, substantive, faculty-initiated interaction” with students as defined by the US Department of Education. The institution must also develop specific monitoring strategies that provide evidence of that interaction in online instruction. [WSCUC CFR 2.5]
5. The institution must clearly identify which activities designed in a distance education course are counted toward the Credit Hour Policy requirement of **direct instruction** and which activities constitute **independent learning** hours as regulated by the DOE Credit Hour Policy. [WSCUC CFRs 1.7, 2.1, 2.2]

Retain this document and attachments for your permanent records.

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Additional Information:

Notification of Implementation:

This approval does not confer approval for individual distance education programs. If a program offered by the institution allows for a student to complete 50% or more of the program through distance education, it must be approved as a Substantive Change by WSCUC.

WSCUC Liaison Signature:

A rectangular box containing a handwritten signature in black ink on a white background. The signature is cursive and appears to read "Karen". The rest of the box is a light gray background.

Date: 1/6/2022