Operating Protocol & Procedure

Details:

Number: 624

Title: Multi-Campus Virtual Classroom Instruction

Category: Instruction

Office of Primary Responsibility: Office of the Vice President of Academic Services

Approval Date: 5/7/18

Effective Date: 5/7/18

Revised: 12/9/24

Reviewed: December 2024

Purpose:
To establish requirements to ensure rigor and quality instruction in multi-campus virtual course offerings.

Applicability:
Faculty and instructors, virtual classroom assistants, virtual classroom students, campus administrators

Definitions:
A Multi-Campus Virtual Classroom is a teaching and learning environment where instructors and students on multiple campuses engage in real-time interactions. Unlike asynchronous online coursework (which involves pre-recorded material), multi-campus virtual classrooms facilitate live communication between participants. In this context, we focus on synchronous courses delivered to multiple campus locations using video conferencing technology. In a virtual classroom, instructors and remote students connect in real time. The instructor may be physically located at any PCC campus, while students attend from designated classrooms on other PCC campuses. Some Virtual Courses may also follow a hybrid model, combining synchronous virtual sessions with asynchronous components (such as pre-recorded lectures or self-paced assignments.

Hybrid Courses – Courses that are split between live synchronous class time (face-to-face or virtual classroom) and online. The split between the two methods is to be no less than 30% and no more than 70%.

LMS – The Learning Management System used throughout the Colorado Community College System. At a minimum, faculty and instructors are to use the LMS to post the course syllabus, instructor contact information, grades, and attendance for all courses offered by PCC. Virtual classroom courses will also use the LMS to deliver content, receive assignments, and communicate with students.

Virtual Classroom Assistant – the person in the "receiving" classroom responsible for operating the classroom technology, proctoring exams, assisting students, and communicating with the faculty/instructor.

Campus Administrators – The academic directors, branch campus deans, and/or site coordinators who will assist with training and serve as a backup for the Virtual Classroom Assistant as needed.

References:
[Course Guide for Virtual Classroom Teaching](#)

Attachments or Related Forms/Documents:
None

Operating Protocol:

In our commitment to maintaining rigor and excellence in virtual classroom instruction, all instructors/faculty teaching virtual courses and people designated as virtual assistants will be enrolled in a Virtual Classroom Resource Course. This course is specifically designed to empower faculty, instructors, and designated virtual assistants with the necessary tools and knowledge to deliver high-quality virtual instruction.

1. **Purpose of the Resource Course:**
   - The PCC Virtual Classroom Resource Course serves as a comprehensive guide for effective virtual teaching.
   - It equips participants with strategies, best practices, and technical skills required for successful virtual classroom management.
2. **Eligibility:**
   - All faculty members and instructors who teach in virtual classrooms are manually added to the resource course by the eLearning staff.
   - Additionally, individuals designated as virtual assistants—essential for supporting virtual learning environments—will also benefit from this course.
3. **Course Content: The resource course covers a range of topics, including:**
   - **Pedagogical Approaches:** Effective teaching methods in virtual settings.
   - **Technology Integration:** Using the LMS, video conferencing tools, and interactive features.
   - **Engagement Strategies:** Fostering student participation and active learning.
   - **Assessment Techniques:** Grading, feedback, and assessment in virtual classrooms.
   - **Accessibility and Inclusivity:** Ensuring equitable learning experiences.
   - **Troubleshooting and Support:** Addressing common challenges and technical issues.

Procedure:
None