



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Technology and Distance Education Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 06/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy establishes standards and expectations for the development, delivery, and evaluation of distance education courses and educational technologies used in support of student learning at St. John's College of Nursing.

Policy:

I. Policy Statement

St. John's College of Nursing delivers courses through traditional, hybrid, and fully online modalities. This policy governs the planning, implementation, and quality assurance of distance education and instructional technology to ensure educational rigor, student support, and compliance with accreditation and regulatory standards.

II. Scope:

- a. This policy applies to all faculty, staff, and students involved in the delivery or participation of hybrid or fully online courses.
- b. It includes hybrid courses in the pre-licensure programs and the fully online RN to BSN program.

III. Definitions:

- a. Hybrid Course: A course where 25% to 74% of content is delivered online with the remainder in person.
- b. Online Course: A course where 75% or more of content is delivered online, with no in-person requirement.
- c. Asynchronous: Instructional delivery that does not require students and instructors to be online at the same time.

IV. Technology Infrastructure:

- a. The College utilizes Canvas as its learning management system (LMS) and Jenzabar SONIS as its student information system (SIS).
- b. These systems are maintained to ensure secure, reliable access for students and faculty.
- c. All distance education courses must be accessible via these platforms.

V. Student Support and Accessibility:



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- a. Students enrolled in distance education have access to academic advising, technical support, library services, and accommodations through the same channels as on-campus students.
- b. Accessibility features such as captioning, readable documents, and screen reader compatibility are required for all online instructional content.

VI. Faculty Expectations:

- a. Faculty assigned to online, or hybrid courses must complete LMS training and demonstrate competency in online teaching methodologies.
- b. Faculty are expected to maintain active engagement with students, facilitate meaningful interactions, and assess learning in alignment with course outcomes.

VII. Regular and Substantive Interaction (RSI):

St. John's College of Nursing is committed to meeting the U.S. Department of Education's definition of distance education by ensuring regular and substantive interaction between students and faculty in all online and hybrid courses.

- a. Faculty are expected to initiate and sustain interaction that is:
 - i. Regular: Occurs on a predictable and scheduled basis (e.g., weekly engagement through announcements, discussions, or feedback)
 - ii. Substantive: Involves direct instructional content such as:
 - 1. Providing direct instruction (e.g., video lectures, recorded walkthroughs, live Zoom sessions)
 - 2. Assessing or providing feedback on coursework
 - 3. Responding to student questions related to the course
 - 4. Facilitating academic discussions
 - 5. Offering guidance on course content, competencies, or outcomes
- b. Faculty must not rely solely on automated content delivery or student-initiated contact. Instead, they are expected to lead learning activities, monitor participation, and ensure meaningful engagement with each student.
- c. Documentation of interaction may be reviewed periodically to ensure compliance with RSI expectations and institutional quality standards.

VIII. Course Quality:

- a. All distance education courses must meet the same academic rigor and learning outcomes as face-to-face offerings.
- b. Course materials are subject to review by College leadership, department chairs, and curriculum committees to ensure instructional effectiveness and alignment with accreditation standards.

IX. Oversight:

- a. The Academic Dean and Chancellor oversee the planning and delivery of distance education.
- b. Technical and instructional support is provided in collaboration with College staff and HSHS IT teams.