

VCT Host and Provider Practices and Responsibilities

- Summary –

Host College	Provider College
<p>I. Instruction</p> <ul style="list-style-type: none"> a. Select courses for hosting in accordance with local policy and procedure, ensuring that they meet all Host college requirements. b. Confirm qualifications of faculty teaching hosted courses, ensuring that they meet Host college's, SACS, and, as appropriate, standards of other agencies. c. Administer evaluations of instruction and services using the online VCT Evaluation of Instruction and Services. At the Host college's discretion, also administer the evaluation used for its locally originated courses. Permit VCT, on the college's behalf, to forward to each instructor an aggregate VCT Evaluation of Instruction report for each of the instructor's courses in which the college had one or more students enrolled. d. Provide onsite proctored testing and other testing services as appropriate. e. Accept Provider instructors' grading standards, with Host college policies applying in assigning W (withdrawn) and I (incomplete). f. Comply with applicable laws and college policies, e.g., FERPA and scholastic honesty. 	<p>I. Instruction</p> <ul style="list-style-type: none"> a. Provide distance learning courses (e.g., online, taped telecourses, and interactive video) to Host colleges. b. Ensure that courses are taught by qualified instructors. c. Provider college's instructors— <ul style="list-style-type: none"> • define course content and instructional methodology; • direct class activities, including assignments and tests; • assign grades [Host's policies apply regarding W (Withdrawn) and I (Incomplete).] d. Comply with applicable laws and college policies, e.g., FERPA and scholastic honesty.
<p>II. Student Resources and Services</p> <ul style="list-style-type: none"> a. Provide student services, including counseling, advising, financial aid, technical support; information on how to access student handbook; other resources as necessary. b. Ensure students have access to current and accurate information related to student support services. c. Ensure appropriate access to library resources and services. d. Ensure access to textbooks and other instructional materials. 	<p>II. Student Resources and Services</p> <ul style="list-style-type: none"> a. Instructors provide VCT-enrolled students support equivalent to the support available to the Provider college's own students in the same classes. b. Instructors and VCT coordinators provide Host college with appropriate information regarding instructional support e.g., textbooks and library resources.
<p>III. Registration and Administration</p> <ul style="list-style-type: none"> a. Enroll Students in VCT-facilitated courses according to the Host college admissions policy using VCT web-facilitated processes. b. Disseminate for signing by Provider instructors Day of Record Rosters and Grade Reports, preferably using VCT web-facilitated processes. c. Enter courses and grades into Host college's records and student transcripts. d. Receive tuition, fees, and state contact-hour reimbursement. e. Pay Provider college an instructional fee set by the Provider for each student enrolled on the Host college's Day of Record. 	<p>III. Registration and Administration</p> <ul style="list-style-type: none"> a. List courses to be made available through VCT in the online VCT course schedule. b. Set and receive per-student instructional fees to be paid by Host college for <i>each</i> student enrolled in a Provider's course on the Host's official Day of Record (DOR). c. Instructors sign the Host college's DOR Rosters and complete the Host's Grade Reports, meeting deadlines set by the Host, preferably using VCT web-facilitated processes.
<p>IV. Institutional Effectiveness</p> <p>The Host college collects data on VCT-enrolled students, assesses outcomes of VCT-hosted courses, and implements improvement plans as appropriate.</p>	<p>IV. Institutional Effectiveness</p> <p>The Provider college collects data on VCT-enrolled students and assesses outcomes related to them at its discretion. It implements improvement plans as appropriate.</p>

I. Instruction

Host College	Provider College
<p>a. Course Content, Activities and Syllabus</p> <ol style="list-style-type: none"> Following Host policies and procedures, faculty and other appropriate instructional personnel ensure that courses selected for hosting meet Host college requirements. Assessment may include: prerequisites; learning objectives, competencies and outcomes; course activities; and assessment strategies. Course syllabi are accessible at the VCT website Document that courses selected for hosting have been appropriately approved in accordance with local policy and procedures. 	<p>a. Course Content, Activities and Syllabus (Instructors)</p> <ol style="list-style-type: none"> Define activities and course content based upon specifications in the Texas Higher Education Coordinating Board Academic Course Guide Manual or Workforce Education Course Manual. Specify required instructional materials. Attach to each course in the VCT Course Schedule a syllabus including: course description, prerequisites, learning outcomes, and method(s) of evaluation (e.g., papers, reports, projects, tests, class participation, etc.). On or before the class start date, provide to students syllabi that include class management practices, relevant institutional policies, test dates, current assignments and activities, and other information, as appropriate.
<p>b. Course Requirements</p> <p>Review the online VCT Course Details Form and call students' attention to any special course requirements. For example:</p> <ul style="list-style-type: none"> Prerequisites (Host may require prerequisites in addition to the Provider's, but as a minimum, the Provider's must be met.) Student-required computer, Internet connectivity, and special hardware and software requirements Access to Host college-provided computers, Internet connectivity, and special hardware and software as required Testing requirements (e.g., proctored on-site) Requirements for on-site attendance in addition to testing provided by Host college 	<p>b. Course Requirements</p> <p>Specify on the online VCT Course Details Form all requested information. For example:</p> <ul style="list-style-type: none"> Required prerequisites Level of student computer and internet connectivity required for online courses Any special hardware or software requirements Testing (proctored on-site or not) Requirements for onsite attendance in addition to testing
<p>c. Faculty Qualifications</p> <ol style="list-style-type: none"> Host colleges are responsible for confirming that the qualifications of Provider faculty meet SACS, Host college, and other appropriate standards. Confirm qualifications of instructors using resources provided by VCT: <ul style="list-style-type: none"> Summary of Qualifications for each instructor that includes information required for a <i>SACS Faculty Roster</i>. Online access to credentials, including transcripts and support documentation, of instructors teaching hosted courses. Credentials are accessed through a secure, VCT-provided electronic document system. Designate a staff person as the VCT Credentials Administrator to manage Host college access to faculty credentials. 	<p>c. Faculty Qualifications</p> <ol style="list-style-type: none"> For each instructor teaching courses through VCT, enter at the VCT website a Summary of Qualifications that includes information required by <i>SACS Faculty Rosters</i>. For each instructor teaching a course included in the VCT Course Schedule, send to the VCT office credentials including transcripts, scanned and saved on a CD. The credentials files will be imported into Austin Community College's secure, and password-protected electronic document system. Designate a VCT Credentials Administrator to manage local access to faculty credentials in Austin Community College's electronic document system.

<p><u>d. Instructor Evaluation</u></p> <ol style="list-style-type: none"> 1. Fall and spring semesters, administer the online VCT Evaluation of Instruction and Services for each course hosted. At the college's discretion, also administer for its hosted courses the evaluation used for its locally originated courses. 2. Permit VCT, on the college's behalf, to forward to each instructor an aggregate VCT Evaluation of Instruction report for each of the instructor's courses in which the college had one or more students enrolled. 	<p><u>d. Instructor Evaluation</u></p> <p><u>The Provider college holds no responsibility regarding Host colleges' evaluation of instructors.</u></p>
<p>e. Assessment of Student Performance - Testing</p> <ol style="list-style-type: none"> 1. Provide on-site, proctored testing. 2. Provide access to computers for online testing, as appropriate. 3. Collect tests and forward them to the instructor. 4. Cooperate with Provider to offer additional test-specific services, as appropriate. 	<p>e. Assessment of Student Performance - Testing</p> <ol style="list-style-type: none"> 1. Instructor develops assessment instruments and procedures to measure student performance and learning outcomes and sets the standards for course grading. 2. Coordinate with Host college testing contacts regarding test administration for both paper-based and online tests.
<p>f. Grades</p> <ol style="list-style-type: none"> 1. Accept the grading standards of the Provider instructor. 2. Assign Incompletes and Withdrawals according to Host college policies. [See III.i. & III.j.] 	<p>f. Grades</p> <p>Provider instructor determines grading standards and assigns grades. [See III.i. and III.j.]</p>
<p>g. Copyright Compliance</p> <ol style="list-style-type: none"> 1. Comply with all copyright requirements. 2. Obtain local licenses as required and pay appropriate fees, e.g., telecourses and fee-based online resources. 3. Telecourses: The Provider college leases telecourses and pays per-student fee when Host and Provider are members of TCET (Texas Consortium for Educational Communications). For colleges not in TCET or for telecourses not leased via TCET, Host and Provider colleges must ensure compliance with licensing requirement and payment of fees. 	<p>g. Copyright Compliance</p> <ol style="list-style-type: none"> 1. Assure copyright compliance for all materials and resources. 2. Advise Host college of local licenses that it will be responsible for, e.g., telecourses and fee-based online resources.
<p>h. Class Orientation Information</p> <p>As needed, help students access Provider class orientation information. Inform students how to access Host-provided class information, as appropriate.</p>	<p>h. Class Orientation Information</p> <p>Provider college faculty and staff develop orientation information, including how to access Provider courses online, and provide access to the information in an appropriate manner.</p>
<p>i. Scholastic Honesty Standards</p> <ol style="list-style-type: none"> 1. Host college policy on scholastic honesty applies. Inform students where it may be found. 2. Resolve, with appropriate actions, alleged scholastic honesty violations, cooperating with the Provider instructor's staff as appropriate. 	<p>i. Scholastic Honesty Standards</p> <p>Instructor reports alleged violations (e.g., plagiarism, cheating on tests) to the Host college VCT Coordinator and works with Host college staff to resolve incidents.</p>
<p>j. ADA Course-Related Requirements and Resources</p> <ol style="list-style-type: none"> 1. Under the direction of the Host college, Host and Provider college collaborate to provide the appropriate accommodations. 2. Following local procedures, the VCT Coordinator informs appropriate staff when students with disabilities request assistance. 	<p>j. ADA Course-Related Requirements and Resources</p> <ol style="list-style-type: none"> 1. Select instructional materials that best meet needs of students with disabilities. 2. Advise Host of course adaptations for students with disabilities. 3. Work with the Host college to accommodate students with special needs.

<p>k. Live Interactive Video Classes</p> <ol style="list-style-type: none"> 1. Meet technology standards set by Provider, e.g., transmission bandwidth and compression standards. 2. Cooperate with the provider to determine and test the compatibility of systems. 3. Ensure that the interactive classroom is appropriately equipped for the course, e.g., FAX machine, Internet access, student and document cameras, and installed instructional hardware. 4. Provide an on-site facilitator or proctor according to Host policy and as requested by the Provider college. 5. Provide on-site technical assistance available during live instruction. 6. Designate an Interactive Video Contact at the VCT website. 	<p>k. Live Interactive Video Classes</p> <ol style="list-style-type: none"> 1. Set technology standards, e.g., transmission bandwidth, and ensure compatibility of system with Host college sites. 2. Cooperate with the Host to determine and test the compatibility of systems. 3. Ensure that the interactive classroom used is appropriately equipped for the course delivered, e.g., FAX machine, Internet access, instructor, student, and document cameras, and installed instructional hardware. 4. Set the maximum number of Host college sites allowed and enrollments. 5. Arrange for on-site technical assistance to be available during live instruction. 6. Designate an Interactive Video Contact at the VCT website.
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II. Student Resources and Services

Host College	Provider College
<p>a. Student Instructional Support Assistance</p> <ol style="list-style-type: none"> 1. Designate an individual, e.g., VCT Coordinator, to serve as a local point-of-contact to answer questions regarding instructional logistics (e.g., local testing, computer center, library) and to serve as a liaison to the Provider college when appropriate 2. Inform staff when special instructional assistance is required to support the Provider's course, and ensure that the assistance is given. 3. Inform students of special resources that are available from the Host college and help them access Provider resources, as appropriate. 	<p>a. Student Instructional Support Assistance</p> <ol style="list-style-type: none"> 1. Determine instructional assistance needed by students, requirements for delivering it, e.g., staff, and delivery methods appropriate to the course and instructional mode: online, print, email, and telephone. 2. Inform Host college of the assistance it should be prepared to provide and what, if any, special resources need to be made available at the Host college.
<p>b. Student Technical Assistance Provide VCT students the same assistance as other Host college students to resolve connectivity and equipment problems under the control of the Host college, e.g., email accounts and use of on-campus computers.</p>	<p>b. Student Technical Assistance Provide VCT-enrolled students with the same assistance as other Provider college students to resolve technical issues under the control of the Provider college, e.g., the online course management system.</p>
<p>c. Access to Instructional Materials and Resources</p> <ol style="list-style-type: none"> 1. Ensure that students can purchase textbooks and other required instructional materials at Host college and on-campus copies are available for student use, according to Host college policy. 2. Provide local access to on-site resources such as computer labs, wet labs, and language labs when the Provider college requires them. 	<p>c. Access to Instructional Materials and Resources Instructor identifies textbooks, computer hardware, software and other resources that students are required to use in the course, at home or on-site.</p>
<p>d. Telecourses</p> <ol style="list-style-type: none"> 1. Make telecourse tapes available to students according to Host college policy (tape lending and library use), per agreement with Provider. 2. See I.g. for policy regarding telecourse licenses. 	<p>d. Telecourses Depending upon the telecourse licensing agreement, determine if the Host or Provider will hold licensing agreement and pay per student fee. Decide if the Host or Provider college will copy and distribute telecourse tapes for student use at home and in the library.</p>

<p>e. Library Resources</p> <ol style="list-style-type: none"> 1. VCT-enrolled students have the same rights and obligations as Host’s non-VCT students. 2. Provide students full access to required local resources, including TexShare. Provide special resources if requested. 3. Provide instruction on use of library and other learning resources. 4. Cooperate with Provider college, as appropriate, to ensure that students obtain access to all required library resources. 	<p>e. Library Resources</p> <ol style="list-style-type: none"> 1. Identify required and optional library resources and provide this information to the Host college in a timely manner. 2. Determine if materials are available via TexShare. 3. Cooperate with Host college, as appropriate, to ensure that students obtain access to all required library resources.
<p>f. Tutoring</p> <ol style="list-style-type: none"> 1. Use local tutoring service to address student tutoring needs. 2. Cooperate with Provider colleges to provide tutoring as requested by students. 	<p>f. Tutoring</p> <p>Notify the Host college VCT Coordinator of any tutoring services requested by students.</p>
<p>g. College Website Information</p> <p>Ensure that VCT course, registration and contact information at the college’s website is current and accurate.</p>	<p>g. College Website Information</p> <p>Ensure that Host college students and staff can access current course-related resources, faculty contact information, and on-line course management system.</p>

III. Registration and Administration

Host College	Provider College
<p>a. Academic Calendar and Special Accommodations</p> <ol style="list-style-type: none"> 1. Accept the Provider college academic calendar regarding course start and end dates and other key college dates, with these exceptions: the Host college’s Day of Record (census date) and Host ‘s policy regarding the last day a student may withdraw from a course without penalty. 2. Respect Provider college holidays, e.g., don’t request Providers to administer tests or to deliver other special services on its scheduled holidays. 3. If a Host wants to offer a Provider’s course under the condition that the Provider accommodates the Host’s calendar, request the Provider’s accommodation <i>before</i> enrolling the student. Example: a student needs a course to graduate in the given semester, but the Provider’s term ends later than the Host’s. 	<p>a. Academic Calendar and Special Accommodations</p> <ol style="list-style-type: none"> 1. Establish the academic calendar, including start and end dates of courses, and <i>any</i> other key college dates, with the exception of the DOR and the last day a student may withdraw without penalty. Inform Host of the calendar. 2. At the college’s discretion, accommodate the Host calendar to address special student needs, for example: a Host’s student needs a course to graduate in the given semester, but the Provider’s term ends later than the Host college’s term. The Host will need the student’s final grade before the Provider’s term ends.
<p>b. Student Admissions and Assessment</p> <ol style="list-style-type: none"> 1. Assess new students and determine if they meet Host college and state standards. 2. Ensure that students meet college, department or instructor-set course requirements, e.g., specific computer or software skills. 3. Provide appropriate remedial courses, as needed. 	<p>b. Student Admissions and Assessment</p> <p>Provider is not involved in the assessment of Host college students.</p>
<p>c. Registration</p> <ol style="list-style-type: none"> 1. Host college uses VCT’s online Reservation System to secure student spaces in Provider courses. 2. Register students following Host procedures. 	<p>c. Registration</p> <p>Provider is not involved in registering Host college students.</p>
<p>d. Financial Aid</p> <p>Provide financial aid according to Host college policies.</p>	<p>d. Financial Aid</p> <p>Provider is not involved in financial aid at the Host college.</p>

Host College	Provider College
<p>e. Student Refunds Upon a student's withdrawal from a VCT course, the Host colleges refunds tuition and fees in accordance with its refund policy.</p>	<p>e. Student Refunds Provider is not involved in refunds of tuition/fees to students. Host college offers refunds in accordance with its refund policy.</p>
<p>f. Day of Record (DOR) Rosters 1. Release/disseminate DOR rosters for verification/signing to Provider college instructors, preferably using VCT's web-facilitated process.. Send online or paper rosters to the Provider's Roster Contact.</p>	<p>f. Day of Record (DOR) Rosters Meeting the Host's deadline, Provider instructors verify and sign DOR Rosters in accordance with each Host college's practices.</p>
<p>g. Instructional Fee Pay the Provider's Instructional Fee invoice for each student enrolled in hosted courses on the Host's Day of Record.</p>	<p>g. Instructional Fee 1. Set the Instructional Fee to be paid by Host. 2. Send invoice to Host that includes the fee for each student enrolled on the Host's Day of Record.</p>
<p>h. Withdrawals 1. <i>Official</i> withdrawal action may be taken only by the Host college. 2. Notify Provider instructor when students self-withdraw from classes or the Host initiates withdrawal. 3. If a Provider instructor recommends withdrawing a student from a class, action taken is in conformance with Host college policy.</p>	<p>h. Withdrawals 1. If an instructor concludes that a withdrawal action is appropriate, the instructor contacts the Provider college VCT Coordinator and explains the situation. 2. The Provider VCT Coordinator notifies the Host VCT Coordinator that withdrawal action may be warranted. 3. Resolution of the instructor-proposed withdrawal is resolved in a manner that is in accord with the Host's policy regarding withdrawals.</p>
<p>i. Grades and Grade Reports 1. Accept Provider instructors grading standards. 2. Notify instructors that grade reports are ready for grades to be recorded. Release/disseminate grade reports, preferably using the VCT web-facilitated process. 3. Monitor completion of assigning grades and signing Grade Reports. 4. For awarding a W (Withdrawn), the Host college policy applies regarding the date by which a student may withdraw from a class without penalty. 5. For awarding I (Incomplete) practices specified in j. below apply.</p>	<p>i. Grades and Grade Reports 1. By Host's deadline, enter grades onto Grade Reports at the VCT website and sign them using the online signature process. 2. In assigning W (Withdrawn), the Host college policy applies regarding the date by which a student may withdraw from a class without penalty. 3. For awarding I (Incomplete) practices specified in j. below apply.</p>
<p>j. Incompletes 1. Host may award Incomplete if the action is consistent with Host college policy and the Provider instructor approves. 2. Coordinate with the Provider instructor when awarding Incomplete.</p>	<p>j. Incompletes 1. The instructor may award Incomplete if the action is in accord with Host college policy. 2. Coordinate with the Host VCT Coordinator regarding the Host's policy.</p>
<p>k. Course Section Limits Host college accepts the limits on VCT enrollments as specified by Provider.</p>	<p>k. Course Section Limits 1. Specify on the VCT online Course Details form the number of spaces allotted in each course offered through VCT. 2. Provider may reduce unused space allotments or increase allotments at any time.</p>
<p>l. Cancellation of Class or Section 1. If a Host college VCT section is cancelled, inform the Provider college as soon as possible so it can release the course spaces for use by other Host colleges. 2. Follow policy of Host college to cancel VCT class sections.</p>	<p>l. Cancellation of Class or Section Inform the Host college in a timely manner if a class or section is cancelled or enrollments must be reduced.</p>

Host College	Provider College
<p>m. Student Complaints</p> <ol style="list-style-type: none"> Host college policies apply when addressing student complaints. Host VCT Coordinator notifies appropriate college administrators of student complaints, who take action in accordance with college policy. 	<p>m. Student Complaints</p> <ol style="list-style-type: none"> Notify the VCT Coordinator at the Host college if a student addresses a complaint to the Provider. Host college policies apply to complaints of students enrolled in VCT-hosted courses. Cooperate as appropriate with Host college staff to address complaints.
<p>n. College & Student Contact Information for Staff Maintain current and accurate contact information at the VCT website for Host personnel designated for VCT support functions: VCT Coordinator, Host course contact, and contacts for grades/rosters, invoices/ payments, testing, technical support, interactive video, and bookstore.</p>	<p>n. College & Student Contact Information for Staff Maintain current and accurate contact information at the VCT website for Provider personnel designated for VCT support functions: VCT Coordinator, Provider course contact, and contacts for grades/rosters, invoices/ payments, testing, and bookstore.</p>
<p>o. Data Collection</p> <ol style="list-style-type: none"> Collect and make available data related to VCT activities that may be requested by the THECB, SACS, TACC, or other bodies with a legitimate need to know about VCT. Clarify the appropriateness of any request for VCT data by contacting the VCT director. 	<p>o. Data Collection</p> <ol style="list-style-type: none"> Collect and make available data related to VCT activities that may be requested or required by the THECB, SACS, TACC, or other bodies with a legitimate need to know about VCT. Clarify the appropriateness of any request by contacting the VCT director.
<p>p. Interactive Classroom Standards Ensure that the Host interactive classroom is appropriately equipped for the course delivered, e.g., student, instructor, and document cameras, VCR, FAX machine, telephone, Internet access.</p>	<p>p. Interactive Classroom Standards Ensure that the Host interactive classroom is appropriately equipped for the course delivered, e.g., student, instructor, and document cameras, VCR, FAX machine, and telephone. Internet access.</p>
<p>q. Remediating Technical Problems Designate a Technical Support Services Contact at the VCT website. Include email address and phone and fax number.</p>	<p>q. Remediating Technical Problems Designate a Technical Support Services Contact at the VCT website. Include email address and phone and fax number.</p>
<p>r. Transcripts and Student Records Upon course completion, add course to student records and transcript.</p>	<p>r. Transcripts and Student Records The Provider college holds no responsibilities regarding transcripts of Host colleges' students.</p>
<p>s. Promotion In accordance with Host college policies and practices regarding VCT, publicize locally VCT hosted courses as appropriate.</p> <ul style="list-style-type: none"> Publish the URL of the VCT website on the Host college website, in its local course schedule, and in other marketing materials; Inform students of VCT options during advisement; Use other means as appropriate. 	<p>s. Promotion List courses available through VCT in the VCT online course schedule.</p>
<p>t. Security of Student Information and FERPA Ensure security of student information, compliance with FERPA and other legal requirements.</p>	<p>t. Security of Student Information and FERPA Ensure security of student information, compliance with FERPA and other legal requirements.</p>

Host College	Provider College
<p>u. VCT Website Information</p> <ol style="list-style-type: none"> 1. Enter names and contact information for each instructor teaching VCT-facilitate courses. 2. Designate individuals to serve as these Contacts: <ul style="list-style-type: none"> • VCT Coordinator • Course Contact • Rosters and Grades • Invoices/Payments • Testing • Bookstore • Technical Support Services • Interactive Video <p>Update contact information on a timely basis to ensure that it remains current and accurate.</p>	<p>u. VCT Website Information</p> <ol style="list-style-type: none"> 1. Enter names and contact information for each instructor teaching VCT-facilitated courses. 2. Designate individuals to serve as these Contacts: <ul style="list-style-type: none"> • VCT Coordinator • Course Contact • Rosters and Grades • Invoices/Payments • Testing • Bookstore • Technical Support Services • Interactive Video <p>Update contact information on a timely basis to ensure that it remains current and accurate.</p> <ol style="list-style-type: none"> 3. Enter course-related information at the VCT website in a timely manner: <ul style="list-style-type: none"> • Courses included in the online VCT course schedule, including all the fields of the Course Details form associated with each course in the schedule. <i>Pay special attention to the accuracy of textbook information.</i> • Syllabi • Instructor Qualifications Summaries
<p>v. Security of Online Data, Information, and Transactions</p> <ol style="list-style-type: none"> 1. VCT Website: To Host-designated personnel, VCT Coordinators assign user ID's and passwords and specify appropriate-level access to specific protected areas of the VCT website. 2. Electronic Document System for Faculty Credentials: The CEO-designated VCT Credentials Administrators have password-protected access to faculty credentials in the VCT-provided Electronic Document System. Credentials Administrator may request that VCT staff grant access to other Host college administrators. 	<p>v. Security of Online Data, Information, and Transactions</p> <ol style="list-style-type: none"> 1. VCT Website: To Provider-designated personnel, VCT Coordinators assign user ID's and passwords and specify appropriate-level access to specific protected areas of the VCT website. 2. Electronic Document System for Faculty Credentials: CEO-designated personnel have password-protected online access to faculty credentials in the VCT-provided Electronic Document System.

IV. Institutional Effectiveness

Host College	Provider College
<p>a. Data Collection Include VCT-enrolled students in collection of data comparable to the data that that applies to students enrolled in Host college’s locally originated courses.</p>	<p>a. Data Collection Host colleges are responsible for collecting data on VCT-enrolled students. Provider colleges may collect data at their discretion.</p>
<p>b. Assessment of Outcomes</p> <ol style="list-style-type: none"> 1. Assess outcomes for hosted courses according to Host college policies and procedures and integrate them into the college’s overall Institutional Effectiveness activities. 2. As a minimum, compare outcomes of instruction (including learning outcomes), services, and practices for VCT hosted courses to outcomes of locally taught courses. 3. Provide VCT with data for special reports. 	<p>b. Assessment of Outcomes</p> <ol style="list-style-type: none"> 1. Host colleges are responsible for assessing the outcomes for VCT-enrolled students. 2. At its discretion, the Provider college may assess outcomes for VCT-enrolled students in accordance with local policies.
<p>c. Improvements Based upon results of assessment of outcomes, develop and implement improvements for hosting VCT courses and supporting students enrolled in them.</p>	<p>c. Improvements As appropriate, develop and implement improvements for supporting VCT hosted students.</p>