IAV Policies

Great Basin College makes use of interactive video to deliver quality education. As the service area of the college expands, scheduling and delivery of courses becomes complex. The following items reinforce or clarify interactive video policies regarding scheduling and delivery of courses.

ADDING A SITE WITHIN GBC'S SERVICE AREA TO AN INTERACTIVE VIDEO CLASS

1. Once the GBC Semester schedule of courses is established, permission must be granted by the Academic Department to add another section to an interactive video class. Support staff should process all requests through the GBC website "Class Add/Change/Cancel" page to add a site to the interactive class . The instructor/department chair will review and respond to the request. Students should contact the appropriate GBC site to coordinate the addition of sites coordinated by our Regional Campuses (McDermitt through the Winnemucca campus, Eureka through Ely, Crescent Valley through Battle Mountain, Round Mountain through Pahrump, etc.), rather than the academic department, instructor, or the non-GBC affiliated IAV site itself.

2. Requests approved by the academic department are sent to the IAV office for processing. The IAV Coordinator will review system availability, support resources, staffing and location to determine feasibility..

3. Students must be registered in the section they are attending. A student may not register for a location other than the interactive video delivery site. This allows for accurate enrollment information and for the coordination of site support. If a section isn't yet assigned in SIS, support staff will follow through on the process to create an updated campus location in SIS.

4. Requests to add a section to an interactive video class should be received before classes begin. For classes to be delivered outside of the GBC Service area, a four-week lead time is suggested for processing.   In addition to the internal scheduling process, IAV requests for semester-long classes are sent to System Computing Services in Reno for final data entry. Each level of approval requires additional processing time.

REQUESTS FOR INTERACTIVE VIDEO SITES OUTSIDE GBC'S SERVICE AREA

1. NSHE has defined service areas for each institution. GBC must be granted permission to deliver IAV courses in another college's service area. Programs approved through the Board of Regents to be delivered statewide will continue to be offered outside GBC's service area. Programs including the BAS-MT and BAS- Surveying are approved for statewide delivery, yet may encounter limitations in delivery sites. Any degree program to be delivered outside the service area must be approved by other NSHE institutions. The VPAA or his designee must initiate any request for approval of additional degree programs outside the service area.

2. The VPAA or his designee will contact the host institution for approval. This process may take 2-3 weeks for a response, so requests should be made at least 30 days prior to the start of class. After the approval of the host college has been received, a section of the course must be created, and the student must be enrolled in the section/site they are attending.

3. If a request is approved by the VPAA and the host college, the IAV Coordinator will then coordinate the addition of the site. The IAV coordinator will maintain a contact list for each IAV delivery site and will coordinate the approved request with System Computing Services.

4. Only specific locations outside the service area are available to host IAV classes. Using IAV rooms in small communities outside the service area (Caliente, Lovelock, etc) can be very problematic as neither GBC nor the site has a support system in place for IAV classes, particularly during the evening hours. If IAV staff doesn't believe adequate support is in place at that site, the IAV Coordinator will verify that a satisfactory arrangement has been made between the instructor and the student to anticipate potential problems. These problems might include: lack of site access; unavailability of proctors for examinations; lack of access to a fax machine or to the internet for exchange of class materials; or facilitator support for room setup or technical problems

IAV SITE SCHEDULING INFORMATION ITEMS

1. Given the increasing complexity of IAV course scheduling and support, students should not expect to request alternative IAV sites to attend classes while traveling. It is the student's responsibility to coordinate with their instructor regarding absences.

2. The Interactive Video Network in our service region is vast, but only certain locations have the ability to support quality academic instruction. In the past, students have requested a class to be brought into a community IAV site outside a GBC supported facility, such as NDOT, Cooperative Extension Office, Library, Hospital, High School or Elementary School site etc. These locations are not all supported to the same standards as GBC sites in terms of equipment, staffing and security. Many GBC courses now require students to do presentations from their sites and not all IAV locations have Elmo Document Cameras, inputs for presentation computers or other equipment for the origination of presentations.

3. Requests to add a course section to a non-GBC affiliated IAV site can not be guaranteed once the IAV course has started. The IAV Coordinator will work with instructors and Departmental Support staff for IAV site requests. The IAV Department cannot work directly with students to add sites on a short-term or semester-long basis.

4. It is becoming more difficult for GBC to use K-12 IAV rooms due to changes in security requirements of the school districts. Most school principals now require a GBC employee be present for any IAV class and that the GBC person be responsible for security of the students, room and building. This means we have to hire an IAV facilitator vetted by the principal. The cost is acceptable if there are four or more students in the class section, but not for one to three students. Some principals will approve students they know or who are school employees to attend classes in their building without a GBC employee, but this is not a typical situation.

Interactive Video is a valuable tool to deliver education to the broad reaches of GBC's service area. Students take great advantage of this opportunity, and with our growth in students and reach of delivery sites we've reached the need to address consistency in policy without compromising our service to students.