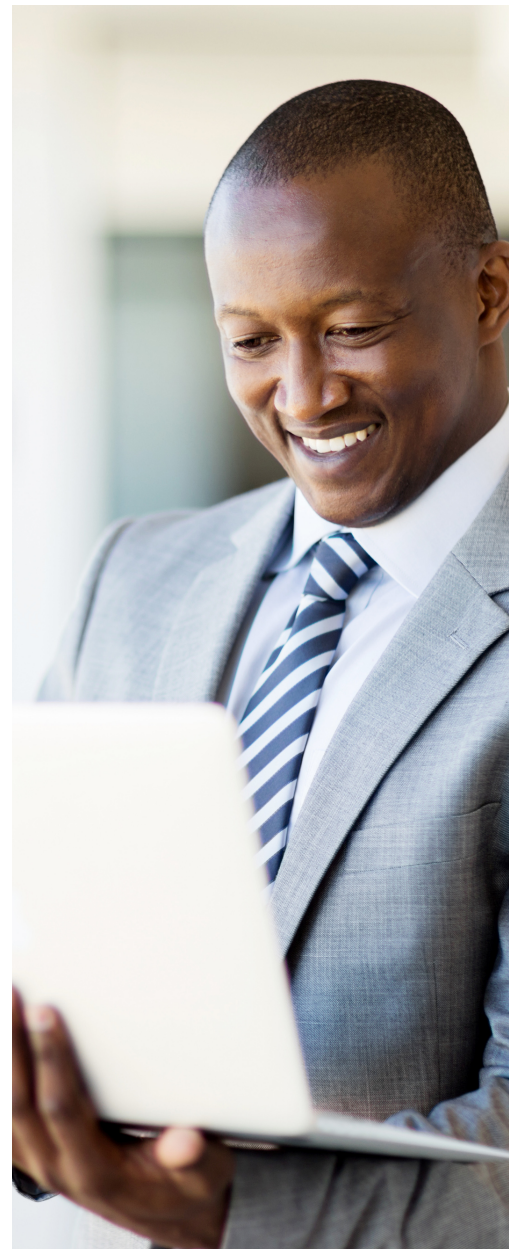




# Distance Education Plan

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[emergingtech.edu](http://emergingtech.edu)



## Contents

Introduction.....	2
Mission and Objectives.....	2
Purpose of Distance Education .....	2
Methods of Online Delivery .....	3
Infrastructure.....	3
Skillsoft .....	3
Zoom .....	3
Resources .....	4
Instructional.....	4
Personnel .....	4
Technological .....	4
Services .....	4
Orientation.....	4
Library Resources .....	4
Technical Assistance .....	4
Distance Education Faculty and Teaching.....	5
Faculty Selection.....	5
Faculty Orientation and Training .....	5
Faculty Development .....	5
Curriculum Development.....	5
Student Learning Outcomes Assessment.....	6
Processes and Procedures .....	6
Student Privacy .....	6
Academic Integrity .....	6
Future Plans .....	7

## Introduction

Emerging Technologies Institute is a privately owned, post-secondary institution founded in 1999 and licensed as a registered business school by the New York State Education Department to offer postsecondary programs at the non-degree, certificate level. The school is located on one of the main thoroughfares, Queens Boulevard, in a mixed-use business section of Forest Hills, a community in the New York City borough of Queens.

## Mission and Objectives

The **mission** of Emerging Technologies Institute is to transform our students into professionals prepared to meet the demand of our ever-evolving work environment.

The **goal** of ETI is to be a private business school of choice for individuals wishing to pursue a certificate, enhance job skills, or fill positions in the business and industry technology sectors.

The following **objectives** were established to accomplish this mission:

- Develop programs to meet specific occupational objectives for the advancement of the student.
- Ensure training is administered by qualified and licensed instructors with adequate training and real-life experience.
- Equip the classroom with appropriate technology similar to what our graduates will use in the corporate world.
- Offer quality programs, on campus and online, to ensure student access and success.

## Purpose of Distance Education

For many years, ETI has been approved by the New York State Education Department to offer courses and short programs online. So, its experience in offering online courses and programs is extensive. In 2015, ETI was approved by ACICS to offer accredited academic programs fully online. At the same time, the school's new program application for its Business Office Information Systems (BOIS) program was approved by ACICS as a 100% online program.

The Business Information Technology (BIT) program was recently added to the institution's online offering in light of the COVID-19 pandemic which has limited on campus instruction and activity.

The purpose of Distance Education at ETI is to make relevant, career-focused training accessible to everyone who is interested in learning, growing, and advancing. This purpose supports the mission of the institution.

## Methods of Online Delivery

Distance education is facilitated using the following methods:

1. Synchronously
2. Asynchronously

## Infrastructure

### Skillsoft

Skillsoft courses engage learners with interactive videos and practical simulations. Courses are developed based on the science of learning and are available anytime, anywhere, on any device. Skillsoft courses are delivered through an award-winning digital learning platform, designed to make learning easier, more accessible, and more effective. It delivers immersive learning that lets the student watch, read, listen and practice.

ETI's SkillSoft login page is unique to ETI's students. A username and initial password issued by ETI's administration are required for the first student login. Students are then required to select a new password and answer 3 security questions.

Skillsoft provides students with 24/7 technical support on how to use the platform. Students can also reach out to a mentor or an instructor for course related inquiries.

### Zoom

Students meet for live classes via Zoom with the meeting ID and password provided by the teacher to ensure security. With a Zoom business account, we can ensure a single platform for meetings, phone, webinar and chat. Students can connect via desktop clients, browsers, conference rooms and mobile devices. Students are able to ask questions and interact with each other like in a regular classroom setting. Teachers are able to share their screen and upload assignments and additional documents.

## Resources

### Instructional

Students have access to free resources on SkillPort that are made available, as appropriate, for their studies. Additionally, required course materials are provided to students as e-books and are part of the cost of the program.

### Personnel

Mr. Michael Hurtado is our Director of Online Programs and lead instructor. He has been a member of the ETI family since June 2001. His responsibilities include curriculum and syllabus review, student counseling and tutoring, SAP administration and evaluation as well as administration of the distance education program

Currently, all our instructors teach online and are all licensed, as required by the NYSED.

### Technological

Skillsoft offers a range of programs and services to support students technologically through their program or for general development.

## Services

### Orientation

On the first day of class, students are given an orientation that includes a virtual tour of SkillPort, which is the learning management software of SkillSoft. They also receive any e-books that are part of their learning package. They learn how to access technical support, live help, communicate with their mentor or teacher, and how to contact ETI administration.

### Library Resources

Library resources are the same for online students and residential students. In addition, students can access free online resources via SkillsPort that may be helpful to them during their program of study.

### Technical Assistance

Chat live with support is available 24/7 directly via the online learning platform. Common issues include login and course manager problems, course launch and progress issues, application blocked by security, settings and general how to issues.

## Distance Education Faculty and Teaching

### Faculty Selection

The faculty selection for distance education faculty is the same as the process for on-campus teaching as the instructors can teach in both modalities.

As required by the NYSED, all faculty members, full time or adjunct, must be licensed to teach at private career schools. Further, all courses of instruction must also be approved by the State and included in the license. Faculty members must meet the requirements outlined here, and maintained by the NYSED, at the time of employment by ETI:

Business Faculty: <http://www.acces.nysed.gov/bpss/business-education-05>

Information Technology Faculty: <http://www.acces.nysed.gov/bpss/computer-careers-general-09>

Official transcripts for any college coursework or degrees awarded must be provided to ETI and for those credentials earned outside the US, translation to English (if in another language) and evaluation for US equivalency must be conducted by a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

### Faculty Orientation and Training

As part of the onboarding process, new faculty members will be required to secure their NYSED license and complete an orientation. The orientation will include information about ETI, our programs, and our on-campus and online instructional options. Faculty members will receive training on Skillsoft and participate in a class observation (to be completed by Mr. Hurtado).

### Faculty Development

Faculty members are required to maintain an annual faculty development plan that includes training in the distance education modality. This development plan includes the pursuit of industry-recognized certifications, continuing education, and training in teaching methodologies and strategies.

## Curriculum Development

The curriculum development process includes the executive director, director of online education, and one instructor. Once a new program is identified by the executive director or an instructor, a meeting is set to discuss books, support material, program length and student

entrance requirements. When needed, external resources including industry experts and consultants are utilized to facilitate the curriculum development and review process.

## Student Learning Outcomes Assessment

Student assessment by course will consist of quizzes, exams, case study write-ups, graded homework and special projects, and class participation. Student learning outcomes for the program will include comparative analyses of final course grades and cumulative grade point averages across class cohorts; evaluation of students' and graduates' performance on certification exams; ratings comparisons on case study projects; and feedback from graduate and employer satisfaction surveys.

The academic performance of distance education students will be evaluated in the CEP against the performance of residential students taking the same courses. Retention and placement rates for online students will be compared with that of residential students to determine whether there is a significant difference that warrants reexamination of the instructional methodology. Finally, the levels of graduate and employer satisfaction will be compared between the two students sets, particularly to assess whether or to what extent those responses reflect achievement of learning objectives.

## Processes and Procedures

### Student Privacy

Secure username, password, and security questions are used to identify the students. Students are expected to keep this information private and not shared with anyone so that once in the system, their completion of work is their own.

### Academic Integrity

As a postsecondary institution awarding academic certificates, ETI expects students to demonstrate integrity in the participation and completion of work at it relates to their program. Students are subject to dismissal if they engage in cheating, plagiarism, or any activity that calls into question the authenticity of their work.

In the online environment, that includes getting assistance to complete required coursework, using the work of others as your own, and copying material without the appropriate citation or acknowledgement.

## Future Plans

With the increased attention on distance education and access to quality training from users all over the world, we plan on expanding our online training offering to serve students in the Caribbean (Haiti), India and several countries in Africa. Keeping the programs short, skills-based, and applicable to the business and information technology fields will ensure their growth and success.