

U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20208-5651

FORM APPROVED
O.M.B. No.: 1850-0722
EXPIRATION DATE: 12/96

**SURVEY ON DISTANCE EDUCATION COURSES OFFERED
BY HIGHER EDUCATION INSTITUTIONS**

POSTSECONDARY EDUCATION QUICK INFORMATION SYSTEM

This survey is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Definition of distance education for this survey refers to education or training courses delivered to remote (off-campus) location(s) via audio, video, or computer technologies. For purposes of this survey, courses conducted **exclusively** on campus are not included in this definition of distance education (although **some** on-campus instruction may be involved); courses conducted **exclusively** via correspondence are also not included (although **some** instruction may be conducted via correspondence). Distance education also does **not** include courses in which the instructor travels to a remote site to deliver instruction in person.

The survey is designed to be completed by the person(s) most knowledgeable about your institution's distance education course offerings. Since we are interested in all such courses offered by your institution, we ask that you consult with your colleagues in other departments/offices that may also offer distance education courses.

AFFIX LABEL HERE

IF ABOVE INFORMATION IS INCORRECT, PLEASE CORRECT DIRECTLY ON LABEL.

Name of person completing this form: _____ Telephone: _____

Title/position: _____

PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS

RETURN COMPLETED FORM TO:	IF YOU HAVE ANY QUESTIONS, CALL:
WESTAT, INC. 1650 Research Boulevard Rockville, Maryland 20850 ATTN: Alexander, 923792	Debbie Alexander 1-800-937-8281, Ext. 2088, or 1-301-294-2088 8:00 a.m.-4:00 p.m., Eastern time Fax #: 1-301-294-3992 E-mail: Alexand1 @ Westat.com

The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: National Center for Education Statistics, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20202-5574.

1. Does your institution currently offer any distance education courses (as defined on the front of this questionnaire), or plan to offer any such courses in the next 3 years?
- Yes, currently offer 1
 Not currently offering, but plan to offer 2 (Skip to Q18.)
 No, not currently offering and do not plan to offer 3 (Skip to Q20.)
2. Does your institution have a separate distance education department/office? Yes..... 1 No..... 2
3. What was the total number of distance education courses with different catalog numbers offered by your institution in academic year 1994-95? Total _____
4. How many of your distance education course curricula are developed primarily by each of the following? (Do not double count courses.)
- a. Your institution, by distance education department/office _____
 b. Your institution, by subject-area departments or schools..... _____
 c. Another institution of higher education..... _____
 d. Commercial or noncommercial vendor (e.g., NTU, Annenberg/CPB)..... _____
 e. Other (specify) _____
 f. Developer unknown _____
5. How many of your distance education courses are offered **only** as distance education courses (i.e., there is no equivalent course taught on campus)? Number of courses _____
6. How many distance education courses does your institution direct to each of the following types of remote sites? (If a course is directed to more than one type of site, count the course for each type of site where it is directed.)
- a. Other branches of your institution _____ e. Libraries _____
 b. Other college campuses..... _____ f. Elementary/secondary schools _____
 c. Students' homes..... _____ g. Community-based organizations (e.g., YMCA)..... _____
 d. Work sites..... _____ h. Correctional institutions _____
 i. Other (specify) _____
7. Which types of technology are used to deliver the distance education courses your institution offers? (Circle all that apply.)
- a. Two-way interactive video..... 1 g. One-way audio (e.g., radio, audiotapes)..... 7
 b. Two-way audio, one-way video..... 2 h. Two-way online (computer-based) interactions
 c. One-way live video 3 during instruction 8
 d. One-way prerecorded video 4 i. Other computer-based technology (e.g., Internet)..... 9
 e. Audiographics 5 j. Other (specify) _____ 10
 f. Two-way audio (e.g., audio/phone conferencing) 6
8. How many of your distance education courses are designed primarily for each of the following? (Do not double count courses.)
- a. Elementary/secondary students..... _____ e. Professional continuing education students
 b. Undergraduate students..... _____ (e.g., doctors, teachers) _____
 c. Graduate students _____ f. Other continuing education students..... _____
 d. Adult basic education students
 (e.g., GED, ESL)..... _____ g. Other (specify) _____
9. Do your distance education courses target any of the following? (Circle one on each line.)
- | | Yes | No | | Yes | No |
|---|-----|----|---|-----|----|
| a. Non-English-speaking individuals | 1 | 2 | e. Professionals seeking recertification..... | 1 | 2 |
| b. Military personnel..... | 1 | 2 | f. Other workers seeking skill updating or | | |
| c. Individuals with disabilities | 1 | 2 | retraining | 1 | 2 |
| d. Native Americans/Alaskan Natives on | | | g. Other (specify) _____ | 1 | 2 |
| tribal lands..... | 1 | 2 | | | |
10. How many students were formally enrolled in your institution's distance education courses in academic year 1994-95? (If a student was enrolled in multiple courses, count the student for each course in which he/she was enrolled. Approximate if necessary.)
- Students _____
11. Can students complete degrees or certificates by taking distance education courses **exclusively**?
- Yes 1 No..... 2 (Skip to Q14.)
12. How many different degrees or certificates can students receive by taking distance education courses **exclusively**?
- Number of degrees _____ Number of certificates _____
13. How many students received degrees or certificates in academic year 1994-95 by taking distance education courses **exclusively**?
- Number of degree recipients _____ Number of certificate recipients _____

14. Are the following resources available to students enrolled in your distance education courses? (Circle one on each line.)

	Not available	Available for some courses	Available for all courses	Don't know
a. Instructor visits remote site(s) on occasion.....	1	2	3	4
b. Toll-free telephone, E-mail, or other online access to instructor.....	1	2	3	4
c. Teaching assistant, tutor, or facilitator regularly available at remote site(s).....	1	2	3	4
d. Toll-free telephone, E-mail, or other online access to teaching assistant, tutor, or facilitator.....	1	2	3	4
e. Toll-free telephone, E-mail, or other online access to technical support staff.....	1	2	3	4
f. Access to an electronic link with institution's library.....	1	2	3	4
g. Institution library staff assigned to assist distance education students.....	1	2	3	4
h. Cooperative agreements for students to use other libraries.....	1	2	3	4
i. Deposit collections at remote sites.....	1	2	3	4
j. Online access to wide area networks (e.g., Internet).....	1	2	3	4
k. Other (specify).....	1	2	3	4

15. How often are the following procedures used to administer tests to students in **for-credit** distance education courses? (If no tests are given, check here and skip to Q16.)

	Almost never	Sometimes	Almost always	Don't know
(Circle one on each line.)				
a. Tests are individually mailed or faxed to students, who mail or fax them back.....	1	2	3	4
b. Tests are taken at remote sites interactively via computer, video, or telephone.....	1	2	3	4
c. Tests are group administered (non-interactively) at remote learning sites.....	1	2	3	4
d. Tests are administered at on-campus site (distance education students travel to campus)	1	2	3	4
e. Other (specify).....	1	2	3	4

16. Are the following training opportunities required of or available to **faculty** who teach distance education courses? (Circle one on each line.)

	Required	Available but not required	Not available
a. Training in the use and application of distance education technologies.....	1	2	3
b. Training in the development of curricula for distance education courses.....	1	2	3
c. Training in teaching methods for distance education courses.....	1	2	3
d. Consultation with support center staff.....	1	2	3
e. Other (specify).....	1	2	3

17. How important are the following goals to your institution's distance education program? **For each goal that is somewhat or very important, indicate to what extent your distance education program is meeting that goal.**

	Importance			Extent goal met			
	Not important	Somewhat important	Very important	Not at all	Minor extent	Moderate extent	Major extent
(Circle one on each line.)							
a. Reducing your institution's per-student costs....	1	2	3	1	2	3	4
b. Making educational opportunities more affordable for students.....	1	2	3	1	2	3	4
c. Increasing institution enrollments.....	1	2	3	1	2	3	4
d. Increasing student access by reducing time constraints for course taking.....	1	2	3	1	2	3	4
e. Increasing student access by making courses available at convenient locations.....	1	2	3	1	2	3	4
f. Increasing institution's access to new audiences.....	1	2	3	1	2	3	4
g. Improving the quality of course offerings.....	1	2	3	1	2	3	4
h. Meeting the needs of local employers.....	1	2	3	1	2	3	4
i. Other (specify).....	1	2	3	1	2	3	4

18. In the next 3 years, what are your institution's plans concerning the number of distance education courses directed to the following remote sites? *(Circle one on each line.)*

	Reduce	Keep same number	Start or increase	No plans
a. Other branches of your institution or other college campuses	1	2	3	4
b. Students' homes.....	1	2	3	4
c. Work sites.....	1	2	3	4
d. Libraries, elementary/secondary schools, or community-based organizations.....	1	2	3	4
e. Correctional institutions	1	2	3	4
f. Other <i>(specify)</i>	1	2	3	4

19. In the next 3 years, what are your institution's plans concerning the number of distance education courses that use the following technologies? *(Circle one on each line.)*

	Reduce	Keep same number	Start or increase	No plans
a. Two-way interactive video.....	1	2	3	4
b. Two-way audio, one-way video.....	1	2	3	4
c. One-way live video	1	2	3	4
d. One-way prerecorded video	1	2	3	4
e. Audiographics	1	2	3	4
f. Two-way audio (e.g., audio/phone conferencing).....	1	2	3	4
g. One-way audio (e.g., radio, audiotapes).....	1	2	3	4
h. Two-way online (computer-based) interactions during instruction.....	1	2	3	4
i. Other computer-based technology (e.g., Internet).....	1	2	3	4
j. Other <i>(specify)</i>	1	2	3	4

20. To what extent, if any, are the following factors keeping your institution from starting or expanding distance education offerings? *(Circle one on each line.)*

	Not at all	Minor extent	Moderate extent	Major extent
a. Lack of fit with institution's mission	1	2	3	4
b. Lack of perceived need (e.g., limited student market)	1	2	3	4
c. Lack of support from institution administrators.....	1	2	3	4
d. Program development costs	1	2	3	4
e. Equipment failures/costs of maintaining equipment.....	1	2	3	4
f. Limited technological infrastructure to support distance education.....	1	2	3	4
g. Concerns about faculty workload.....	1	2	3	4
h. Lack of faculty interest.....	1	2	3	4
i. Lack of faculty rewards or incentives.....	1	2	3	4
j. Legal concerns (e.g., intellectual property rights, copyright laws)	1	2	3	4
k. Concerns about course quality	1	2	3	4
l. Lack of access to library or other resources for instructional support.....	1	2	3	4
m. Interinstitutional issues (e.g., allocations of financial aid, course credit)	1	2	3	4
n. Restrictive federal, state, or local policies (e.g., limitations on the number of distance education credits students may earn, student ineligibility for financial aid)....	1	2	3	4
o. Inability to obtain state authorization	1	2	3	4
p. Other <i>(specify)</i>	1	2	3	4

Thank you!