



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

MEMORANDUM

How to Pilot a Distance Course to Determine Proxy Hours

Providers that would like to use curricula which are not on the above chart or that use clock- time plus workbook/other activities, must conduct a **Proxy Hour Study**.

Once the type of distance education curricula is selected, program staff should conduct a pilot project using the curricula to determine how many proxy hours should be counted. One way to determine contact hours is to have students keep a log of the time that students work on each activity, then get an average per all students who worked on the activity. While the study is being conducted, providers will not count contact hours for the students involved in the study. After the study is conducted, providers must submit a **Distance Learning Proxy Hour Study Report** to Dan Loges for approval. Final approval will include the number of contact hours to be awarded per unit.

An Example of How to Conduct a Proxy Hour Study

A study provides a research basis for assigning proxy contact hours. One approach that has been used includes the following steps. Note that this is a very basic overview.

- Recruit a sample of classroom teachers to track how long they spend teaching the curriculum content in the classroom, on a unit by unit basis.
- Look at the average times for each unit and assign proxy contact hours based on that data. (Either a set number of proxy hours for all units or proxy hours that vary by unit depending upon the amount of work involved).
- Recruit a sample of distance teachers to track how long it takes their students to complete the instructional units.
- Compare this to the proxy contact hour assignments established and adjust proxy contact hours as needed.

This information can also be found on pages 42 & 43 of the 2018-2019 CCR Assessment Manual.

Distance Learning Proxy Hour Course Approval Process

Please submit a report responding to the following questions:

Name of Proposed Course:

Total Number of Recommended Contact Hours for the Course

Rationale for the requested number of contact hours and documentation of the Proxy Hour Study conducted to determine the requested number of proxy contact hours.

Give a brief overview of the course including the materials, products, and curriculum to be used.

Describe the following course details:

- Recruitment
- Orientation
- Materials delivery & exchange (distribution of print, video, etc.)
- Methods for supporting learners at a distance (teacher-student strategies, learner support groups)

Describe the evaluation process (including course evaluation and student evaluation – type of Basic Skills assessment to be used and how it will be administered.)

Mail or Email Report to:
Dan Loges, Adult Ed Coordinator of Assessment & Distance Ed
North Carolina Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016
Email: logesd@nccommunitycolleges.edu

This form can also be found on pages 43 & 44 of the 2018-2019 CCR Assessment Manual.