Technology-Based Learning and Delivery

Number:	2.4.5
Responsible Executive:	President
Approval Authority:	Senior Leadership Team
Effective Date:	June 9, 2025
Next Review Date:	June 8, 2030
Revised Date:	
Category:	Administration

PURPOSE

This policy outlines the framework for the use of technology-based, computer-based, and web-based learning at Coquitlam College (the College) to enhance the educational experience, ensure academic integrity, and provide equitable access to quality education.

SCOPE

This policy applies to all employees and students involved in technology-based learning activities in which educational technology tools and resources are used in instructional delivery.

POLICY STATEMENTS

1. The College is committed to integrating technology into its curriculum to enhance learning experiences, improve accessibility, and prepare students for a technology-driven world.

2. The College will provide orientation and continuous professional development opportunities for instructors on best practices in the use of classroom technology, as well as for blended course delivery. Instructors are required to participate in training sessions offered or recommended by the College.

3. The College is committed to protecting the privacy and personal data of students and instructors involved in online learning. All digital learning activities will comply with relevant privacy laws and regulations, including British Columbia's Personal Information Protection Act (PIPA).

PROCEDURES

4. Senior Administrators are responsible for providing the appropriate infrastructure, training, and support for the effective implementation and sustainability of technology-based learning initiatives.

5. Technical support will be available to employees and students experiencing issues only with College-provided online platforms and tools.

   a. The IT department will issue access to supported online platforms and tools through the instructor and student portals.
   b. Platforms or tools not provided by the College may be supported on a case-by case

basis.

    c. Students should consult with their instructor if they are having course-specific issues such as viewing grades, submitting assignments, quiz rules, etc.

6. The College will regularly evaluate the effectiveness of its technology-based learning strategies. Feedback will be gathered from students and instructors to continuously improve the quality and delivery of digital education.

7. Instructors are expected to design, deliver, and maintain high-quality technology-enhanced courses when the subject matter and learning outcomes support this approach.

8. Students are expected to actively participate in digital learning environments, adhere to online learning guidelines, and seek technical assistance when required.

9. The technical requirements for accessing the College's online learning resources will be posted on the College website. Access to these resources requires multi-factor authentication (MFA) to verify student identity.

DEFINITIONS

Blended Course Delivery: A mode of instruction where courses are delivered entirely online, with both midterm and final examinations conducted in-person.

Technology-Based Learning: Educational methods and practices that integrate technological tools to support teaching and learning.

Computer-Based Learning: Instructional methods utilizing computer systems for educational purposes, either standalone or connected to networks.

Technology-Enhanced Classroom Learning: Use of digital tools and resources in physical classrooms to supplement traditional teaching methods.

RELATED DOCUMENTS
2.4.1   Curriculum Development and Review Policy