

personnel dedicated to Griggs but located and working within the departments handling those services for other schools on campus.

These basic concepts (the creation of the School of Distance Education and the embedding of Griggs services on campus) became important principles in the transition process.

At the October 26, 2010, board meeting, it was also voted to ask Alayne Thorpe to serve as the dean of the School of Distance Education. She was also given the title of interim president to meet needs during the transitional period.

After analyzing the housing challenges on campus, Andrews University purchased a building on the edge of its campus that had been owned by the Lake Union Conference of Seventh-day Adventists. The Lake Union has relocated into one wing of the building, and the entire first floor of the other wing, as well as five offices on the second floor, now houses the School of Distance Education/Griggs University.

Renovations were completed by the end of June to allow for a physical relocation of Griggs in July 2011. In a nod to both a shared history (Frederick Griggs, the founder of GU/GIA was also an important person in the development of Andrews University) and the establishment of Griggs University on Andrews' campus, the building has been named Griggs Hall.

Distance Education Definitions

Andrews University definitions of distance education are aligned to the 2009 federal distance education definitions and the North Central Association Higher Learning Commission definitions of distance education.

Distance Education Programs are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses.

Distance Education Courses: Distance-delivered courses are those in which all or the vast majority (75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

Andrews University has three main categories of distance education course formats that are in harmony with the Federal Definition listed in *34 Code of Federal Regulations 602.3*.

- **Correspondence:** Correspondence education is offered where instructional materials and examinations are provided by mail or electronic transmission to students who are separated from the instructor. Interaction between the instructor and the student is limited and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence courses may be delivered via paper; via electronic means such as email or a learning management system, or via DVDs, podcasts, streaming or similar one way media transmission.
- **Interactive Online:** Interactive online courses use the Internet to deliver instruction to students who are separate from the instructor. Interactive online courses use the Internet to support regular and substantive interaction between the students and the instructor. This regular substantive interaction includes a significant amount of interaction initiated by the instructor. Interactive online courses may use synchronous (real-time) meetings, or an asynchronous paced format. Technologies may include:

the Internet, satellite or room-based videoconferencing, web-conferencing, audio-conferencing, or web-based videoconferencing. DVDs, podcasts, streaming and similar one way media may be used only if they are used in conjunction with another technology that facilitates regular and substantive interaction between students and the instructor. (This matches the federal definition for distance education.)

- **Blended Learning:** A blended learning course includes some time where the faculty and students are physically separated from each other and additional time where the faculty and students are in the same location. Blended learning scenarios include a face-to-face class that has reduced face-to-face time replaced with extended online assignments or a short intense face-to-face time supplemented with online learning activities. The blended learning course format uses the online activities to ensure that the course meets the credit hour definition requirements. The online portion of this type of course must meet the description of interactive online courses listed above. (This matches the federal definition for distance education.)

Andrews University has two types of distance course enrollment:

- **Open enrollment** allows students to enroll at any time and complete the course within a set amount of time.
- **Fixed Enrollment** has specific start and end dates. Typically courses offered within fixed enrollment follow a semester or similar schedule, but may have other defined start and end times.

HIGHER EDUCATION

Griggs Hall, Room 130
269-471-6570

www.andrews.edu/distance/

Janine Lim, *Associate Dean*

Distance Education Programs

Andrews University offers two types of distance education programs: “interactive online” and “correspondence.” (See Definitions section above.)

Interactive Online Programs

These programs are offered via the interactive online format and have fixed enrollment periods.

- Business Administration¹ (MBA), p. 255
Contact: Jenny Liu, mba-info@andrews.edu, 269-471-3339
Web: www.andrews.edu/distance/degrees/business-administration-mba-au.html
- Curriculum and Instruction¹ (MA, EdS, EdD, PhD), p. 289
Contact: Beatriz Velasquez, anylebo@andrews.edu, 269-471-6700
Web: www.andrews.edu/distance/degrees/curriculum-and-instruction.html

- Educational Leadership¹ (MA, EdS, EdD, PhD), p. 311
Contact: Glenda Patterson, glendap@andrews.edu, 269-471-3487
Web: www.andrews.edu/distance/degrees/educational-leadership.html
- Higher Education Administration¹ (MA, EdS, EdD, PhD), p. 314
Contact: Glenda Patterson, glendap@andrews.edu, 269-471-3487
Web: www.andrews.edu/distance/degrees/higher-education-administration.html
- Leadership¹ (MA, EdS, EdD, PhD), p. 318
Contact: Marjorie Bates, batesm@andrews.edu, 269-471-6580
Web: www.andrews.edu/distance/degrees/leadership.html
- Nursing (MS), p. 336
Contact: Leigh Everhart, everhal@andrews.edu, 269-417-3312
Web: www.andrews.edu/distance/degrees/nursing.html

¹ Includes some on-campus components. See the individual degree pages for more details.

Correspondence Programs

These programs are offered through a mixed paper and online correspondence format with open enrollment.

- General Studies: Humanities (BA), p. 167
Contact: Glynis Bradfield, glynisb@andrews.edu, 269-471-3432
Web: www.andrews.edu/distance/consortium/consortiumdegrees/general-studies-humanities-ba-au.html.html
- General Studies: Human Organization and Behavior (BS), p. 167
Contact: Glynis Bradfield, glynisb@andrews.edu, 269-471-3432
Web: www.andrews.edu/distance/consortium/consortiumdegrees/general-studies-human-organization-and-behavior-bs-au.html
- General Studies: Cross-Cultural Studies (BS), p. 167
Contact: Glynis Bradfield, glynisb@andrews.edu, 269-471-3432
Web: www.andrews.edu/distance/consortium/consortiumdegrees/general-studies-cross-cultural-bs-au.html
- Personal Ministries (AA), p. 205
Contacts: Paul Petersen, ppetersen@andrews.edu, 269-471-3178; Ruben Munoz-Larrondo, rmunoz@andrews.edu, 269-471-3185
Web: www.andrews.edu/distance/degrees/personal-ministries-gu.html
- Religion (BA), p. 205
Contacts: Paul Petersen, ppetersen@andrews.edu, 269-471-3178; Ruben Munoz-Larrondo, rmunoz@andrews.edu, 269-471-3185
Web: www.andrews.edu/distance/consortium/consortiumdegrees/religion-ba-au.html

General Education Requirements and Courses Available via Distance

For information about general education requirements for all Andrews undergraduate degrees, please see the General Education section of this bulletin (pp. 46–49). The courses that are available via distance to meet these requirements are listed below.

- **Religion:** RELB210, 304, 305, 335, 374, 375; RELG360, RELH316, 317; RELT100, 225, 235, 308, 320, 340; RELP290, 441; HIST 404
- **Language/Communication:** COMM104, ENGL115, FREN171, 172, 275
 - English Composition II is available through Consortium Partners Oakwood University and Washington Adventist University.
- **History:** HIST117, 118
- **Fine Arts/Humanities:** ENGL270, 375, 376, 464; MUHL214
 - Philosophy courses are available through Consortium Partners Oakwood University and Washington Adventist University.
- **Life/Physical Sciences:** FDNT230; PHYS110
- **Mathematics:** MATH165, 168; STAT285
- **Computer Literacy:** A computer literacy course is available through Consortium Partners Oakwood University and Washington Adventist University.
- **Service:** BHSC300 or GNST298, 498, 499 may be used (see p. 49 and p. 168)
- **Social Sciences:** PSYC101, PLSC104, SOCI119, BHSC220, 235
 - Macroeconomics is available through Consortium Partners Oakwood University and Washington Adventist University.
- **Fitness Education**
 - Healthier Living courses are available through Consortium Partners Oakwood University and Washington Adventist University.

Distance Education Courses

Interactive Online Courses

These courses are offered via the interactive online format and have fixed enrollment periods. Course descriptions are found in the appropriate departmental sections of this bulletin.

- Department of Leadership: p. 321
 EDAL520, 560, 565, 570, 635, 640, 645, 655, 664, 665, 667, 670, 674, 675, 676, 680; LEAD525, 530, 535, 615, 625, 635, 636, 637, 638, 645, 646, 647, 648, 675, 678, 680, 689, 690, 696, 698, 699, 756, 775, 778, 789, 798, 880, 886, 888, 899
- Department of Nursing: p. 337
 NRSG510, 515, 517, 530, 548, 555, 580, 638, 655, 658, 660, 665, 668, 670, 675, 680, 690, 698
- Department of Teaching, Learning & Curriculum: p. 292
 EDCI545, 547, 607, 620, 647, 648, 650, 676, 680, 684, 685, 686, 690, 695, 696, 699, 756, 795, 799, 870, 885, 886, 888, 889, 895, 899
- School of Business Administration: pp. 247–249, 252–255
 ACCT610, 620; BSAD515, 530, 620, 670; ECON525, 530; FNCE675; MKTG680

Online Correspondence

These courses are offered via the online correspondence format with open enrollment. Course descriptions are found in the appropriate departmental sections of this bulletin.

To find these courses in the course schedule, look for distance campus, and 999 sections.

- Department of Behavioral Sciences: pp. 131–134
PSYC101, 252, SOCI119
- Department of Communication: p. 151
COMM104
- Department of History & Political Science: p. 171
HIST316, 317, 404
- Department of Medical Laboratory Sciences p. 329
MLSC110
- Department of Music: p. 198
MUHL214
- Department of Nutrition & Wellness: p. 341
FDNT230
- Department of Physics: p. 202
PHYS110
- Department of Religion & Biblical Languages: pp. 206–209
RELB210, 304, 305, 335, 374, 375; RELG360, RELH316, 317;
RELT100, 225, 308, 340

DVD/VHS/Media Correspondence

These courses are offered via the video correspondence format with open enrollment. Course descriptions are found in the appropriate departmental sections of this bulletin.

- Department of Social Work: pp. 217–220
SOWK475, 675

Paper Correspondence

These courses are offered via the paper correspondence format with open enrollment. Course descriptions are found in the appropriate departmental sections of this bulletin.

To find these courses in the course schedule, look for distance campus, and 899 sections.

- Department of Behavioral Sciences: pp. 127–136
BHSC220, 235; GEOG260; PSYC269, 315, 364, 495;
SOCI425, 488
- Department of English: pp. 163–165
ENGL115, 270, 375, 376, 464
- Department of History & Political Science: pp. 171–172
HIST117, 118, 204, 205; PLSC104
- Department of International Language Studies: p. 182
FREN171, 172, 275
- Department of Mathematics: pp. 187–189
Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.
MATH165, 168; STAT285
- Department of Religion & Biblical Languages: pp. 205–208
BIBL204, 205, 304, 305; RELP290, 441; RELT235, 320
- General & Interdisciplinary Studies: p. 169
GNST499
- School of Education Office of Distance Learning: pp. 276–277
EDCI631, 632, 633, 634, 635

Seminary Distance Courses

- Seminary Distance Learning Center: p.
GSEM510, 530, 534, 539, 626; NTST525, 550; OTST510,
545, 570; THST510, 616, 639

Educational Technology and Online Course Production

The School of Distance Education provides educational technology and online course production support to the campus.

Center for Digital Learning & Instructional Technology

Marsha Beal, *Educational Technologist*

Educational technology support provided to the campus includes support of Moodle, the campus learning management system; student response systems (clickers); and Adobe Connect Pro, the officially supported webinar software. In addition, Marsha provides training and support in the production and delivery of instructional technology.

Online Course Production

Janine Lim, *Associate Dean/Instructional Design*

Marsha Beal, *Educational Technologist/Instructional Design*

Bradley Austin, *Course Production Assistant*

The School of Distance Education provides online course production assistance to the campus, which includes instructional design advice and training; course materials design and conversion; and review and design of online programs.

Distance Education Course Approvals

Committee Chair: Janine Lim, *Associate Dean*

All distance education courses will meet Andrews University standards for distance education. Distance education courses must be approved by the faculty member's department chair, dean, and the Online Course Approvals Committee.

Griggs University Consortium

The Andrews University's School of Distance Education operates Griggs University, which provides consortium services for Oakwood University (since 1999) and Washington Adventist University (since 1969). This partnership makes distance learning programs available to students around the world through the Griggs University Consortium. Each partner plays a crucial role in providing flexible, portable degree programs and courses to students who have not been able to study on a college campus.

Full consortium course listing can be found online at andrews.edu/distance/consortium

STUDENT SERVICES

Griggs Hall, Room 124

269-471-6570

www.andrews.edu/distance/

Glynis Bradfield, *Director*

Scope of Service

The Office of Student Services supports students engaged in distance education through Griggs International Academy and Andrews University. Services include arranging student tutoring, K–12 parent coaching, disability accommodation, technology support, academic advising, complaints management, and communicating options for spiritual, physical and social development available to off-campus students.