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Personnel



AIR UNIVERSITY DISTANCE LEARNING (DL) PROGRAMS

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This instruction establishes policy and procedures designed to integrate Air University (AU) distance learning and the use of advanced technology into existing programs. It complements information contained in AUI 36-2306, *Air University Educational Program Review*; AUI 36-2312, *Air University Evaluation Programs*; AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research*; AUI 36-105, *Faculty Development, Enrichment, and Responsibilities*; AFI 36-2301, *Professional Military Education*; and AFI 33-101, *Communications and Information Management Program*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). It applies to all AU students, faculty, staff, and external individuals using traditional and advanced technology for the installation, institution, or academic program.

1. Definitions.

1.1. Distance Learning. Distance Learning (DL) or distributed learning is structured learning that takes place without the physical presence of the instructor. DL may be synchronous and/or asynchronous learning mediated with technology and may use one or more of the following media: audio/videotapes, CD-ROMs, audio-/video-teletraining, correspondence courses, interactive television, and video conferencing.

1.2. Advanced Distributed Learning. Advanced Distributed Learning (ADL) is an evolution of distributed learning (distance learning) and a DOD initiative to provide access to high quality cost-effective training and education that can be tailored to the individual and made available anywhere and anytime it is required. ADL provides a common framework for developing, administering, and using distributed learning content and tools.

2. Scope. Air University (AU) extends its resident Professional Military Education (PME) and Professional Continuing Education (PCE) environment to students in real-time at their duty station work places, homes, and remote sites. The University expands learning opportunities by delivering DL instruction worldwide through video, audio, satellite, computer, multimedia communications, or some combination of these means with other traditional delivery methods. AU DL programs will evolve with emerging technologies.

3. Purpose. AU incorporates DL to provide quality nonresident education anytime, anywhere. The University ensures the selected delivery methods are appropriate to meet the established educational objectives and are appropriate for the targeted student populations while providing the best, most cost-effective instructional solutions. The Air University Strategic Plan provides the foundation for AU to effectively attain DL goals.

4. Responsibilities.

4.1. AU/CFA:

4.1.1. Provides oversight and advice on policies, procedures, and techniques related to DL programs.

4.1.2. Ensures AU schools and colleges maintain clear and explicit goals, objectives, and assessment for DL programs.

4.1.3. Annually, by 31 December, the Chief Academic Officer will provide an analysis of the status of educational goals and objectives to the AU Commander.

4.1.4. Provides and shares information on the University's DL programs with AU schools and colleges, headquarters staff, base agencies, and other supporting organizations.

4.1.5. Chairs the Distance Learning Users Group (DLUG), a collaborative forum to share and exchange DL ideas and practices among Air University schools, colleges, and support agencies.

4.1.6. Serves as the repository for distance learning initiatives to include: school-specific DL program supplements/guidance (as applicable), benchmarking projects, and DL program reports (see [Attachment 2](#)).

4.1.7. Is a voting member of the Military Education Coordination Council (MECC) sub-committee, Distance Learning Coordination Committee (DLCC).

4.2. AU/XP. Through the AU Strategic Plan, Mission Area Planning (MAP), and AU funding process (POM), AU/XP assists in maintaining the AU DL programs. AU/XP also assists schools to compete for additional ADL funding through the AETC Education and Training Technology Application Program (ETTAP) that supports, identifies, and evaluates innovative technologies to improve the efficiency and effectiveness of education and training.

4.3. AU Schools.

4.3.1. AU schools with a DL program will maintain clear and explicit DL goals and objectives that are clearly linked to the AU Strategic Plan. Schools will engage in ongoing, integrated, and research-based planning and evaluation processes to ensure continuous improvement and to demonstrate the school is meeting its course learning objectives effectively.

4.3.1.1. Schools will identify milestones/measures of accomplishment of goals and objectives. The areas covered include, but are not limited to students (to include student outcomes), faculty and staff, curriculum and instruction, facilities and infrastructure, and technology.

4.3.1.2. Annually, by 1 October, each school will provide the AU Headquarters Director of Plans and Programs (AU/XP) the status of the goals and objectives [for the preceding year] for each resident and nonresident program.

4.3.1.3. Annually, by 1 November, each school will provide AU/XP a school-specific strategic plan for the coming year documenting nonresident [distance learning] education program goals, objectives and metrics that are clearly linked to the AU Strategic Plan. The areas covered include, but are not limited to, students, faculty and staff, curriculum and instruction, facilities and infrastructure, and technology.

4.3.2. During each school's Program Review, the school will provide AU Program Review members documentation of major changes to each nonresident education program made on the basis of assessment results. (See [Attachment 2](#))

4.3.3. Forward electronic copies of DL program supplements/guidance and program reports (per paragraph 4.1.6) to AU/CFAD.

5. Support Agencies.

5.1. AU/SC, 42 CS, and MSD/IT. AU/SC provides critical information technology hardware and software support to AU DL programs, as well as operating Air University Television. AU/SC collects, processes, and disseminates accurate and timely educational technology information and is responsible for developing policies and procedures guiding the use of information technology within Air University. MSD/IT and 42 CS support daily operation of base-level voice and data systems. Decisions affecting AU entities are coordinated through the Information Technology Working Group (ITWG) as needed.

5.2. Air Force Institute for Advanced Distributed Learning (AFIADL). Located at Gunter Annex, AFIADL provides consulting services, along with course hosting, delivery, and management services for AU, AETC, and AF organizations. AFIADL also administers the Air Force Extension Course Program (ECP) and is the program manager for the Air Technology Network (ATN) that provides learning through satellite technology.

5.3. Air University Library (AUL). Provides information resources and services to support AU Distance Education programs. Primary outreach is through the Library's Web site,

which offers access to electronic databases, indexes, abstracts, reference sources, individual school curriculum support pages, and country/military subject bibliographies.

BENTLEY B. RAYBURN
Major General, USAF
Commander, Air University

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-101, *Communications and Information Management Program*

AFI 36-2301, *Professional Military Education*

AFMAN 36-2234, *Instructional System Development (ISD)*

AFH 36-2235, Volume 5, *Advanced Distributed Learning: Instructional Technology and Distance Learning*

AFMAN 37-123, *Management of Records*

AUI 36-105, *Faculty Development, Enrichment, and Responsibilities*

AUI 36-2306, *Air University Educational Program Review*

AUI 36-2312, *Air University Evaluation Programs*

AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research*

Abbreviations and Acronyms

ADL – Advanced Distributed Learning

AFIADL – Air Force Institute for Advanced Distributed Learning

ATN – Air Technology Network

AU – Air University

AU/CF – Air University Chief Academic Officer

AU/CFA – Air University Academic Affairs

AU/CFAD – Air University Education Technology

AU/SC – Air University Communications and Information Directorate

AU/XP – Air University Plans and Programs

AUL – Air University Library

DL – Distance learning/distributed learning (same definition)

DLCC – Distance Learning Coordination Committee

DLUG – Distance Learning Users Group

DOD – Department of Defense

ETTAP – AETC Education and Training Technology Application Program

I/ITSEC – Interservice/Industry Training, Simulation and Education Conference

IT – Information Technology

ITWG – Air University Information Technology Working Group

MECC – Military Education Coordination Council

MSD/IT – Maxwell Support Division (Information Technology Department)

NTSA – National Training and Simulation Agency

PCE – Professional Continuing Education

PME – Professional Military Education

POM – Program Objective Memorandum

42CS – 42 Air Base Wing (ABW) Communications Squadron

Attachment 2

EXAMPLE PROGRAM ASSESSMENT

(name of school/college/support function) Program Assessment

Program POC: (name, grade, office symbol, phone #) (name of the data inputter)

Program Objective OPR: (name, grade, office symbol, phone #)(OPR for this particular objective)

Date Submitted/Updated: (current date) **Academic Year:** (current academic year, i.e., 2003-2004)

Report Level: (Select one of the two reporting levels: (1) AETC; (2) AU Headquarters)

Report Frequency: (Select one: quarterly, annually, biennially, etc.)

AETC Goal/MET/MST: (Select one of the following 3, where applicable)

(1) AETC Goal 2/Mission Essential Task (MET) 2: **Produce highly motivated, mission-ready airmen to sustain the Air Force's combat capability.**

(2) AETC Goal 3/Mission Support Task (MST) 1: **Provide the infrastructure that ensures safe, high-quality recruiting, education and training.**

(3) AETC Goal 4/Mission Support Task (MST) 2: **Provide a quality living and working environment.**

AU Priority: (Select one of the 5 AU Priorities from 20XX AU Strategic Plan)

AU Goal and/or Objective: (Select one of the Strategic Plan goals from the current (20XX) AU Strategic Plan, where applicable.)

Unit Mission Statement (indicate date revised):

Unit Goal and/or Objective:

Measure Used to Assess Progress: Select one of the AU Strategic Plan measures where applicable. If not applicable, describe the **unit** measure to be used to track progress toward meeting the objective.

If reporting to AETC, report the following: *Performance Measure Title*
(Example: Percentage of SOC and CEPME PME Requirements Met) and
Performance Measure Description (Describe the Measure/Calculation Formula/Data Sources/
Frequency/Standard and Target/Rationale/Key Assumptions)

Results Obtained: Describe the results of the measures.

If reporting to AETC, include the following: *Improvement OPR, Current Status, Why Standard Was not Met, Primary Resource Shortfall, and Whether within AU control*

Use of Results: Describe how results are used for program change.

If reporting to AETC, include the following: *Anticipated Corrective Actions to Achieve Performance Standard; Best Estimate for When Performance Standard will be Achieved, and Additional Comments.*

Funding Solution: Select one: Monetary/Non-monetary

If monetary, insert program summary here (or a link to the program summary)