Policy on Approval of Distance Education and Hybrid Courses

Date Proposed: September 28, 2011

Date Recommended by CAPC: September 28, 2011

Date Approved by Provost: October 24, 2011

<u>Background</u>

Per the 2008 Higher Education Act (HEA) Reauthorization: "Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include— The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) Video cassettes, DVDs, and CD–ROMs, if the cassettes, DVDs, or CD–ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition."

<u>Policy</u>

In all cases, it is the intent of CAPC that Departments alert students via the course schedule: a) whether the course has a distance education component and, b) what percentage of the course will be offered via distance. Therefore, faculty and Departments seeking to offer courses that are to be either offered fully at a distance or where more than fifteen percent (15%) of in-class instruction is replaced by distance education must seek approval through CAPC. Courses previously approved for the distance education attribute where the original proposal indicated the course was to be offered fully at a distance do not have to seek additional approval should the percentage of content being delivered via distance fall below one hundred percent.

Departmental plans for the frequency of offering the course on a distance education basis, and whether the department plans to supplant the normally offered course with the distance education version should be noted on the Course Modification Form (or by attachment to the form). The department should indicate whether it plans a rotation of distance education/non-distance education versions of the course, and if so, should indicate the plan of rotation.

Courses carrying special designations (Interdisciplinary, Diverse Communities, Distributive Area, Culture Cluster, or Writing Emphasis) as well as the distance education designation must be approved by the relevant CAPC subcommittee. A Distance education Course Approval or Modification Form as well as the cover sheets for Interdisciplinary, Diverse Communities,

Distributive Area, Culture Cluster, or Writing Emphasis must be submitted at the time special designations are sought. Criteria for obtaining a special course designation can be obtained from the appropriate CAPC subcommittee.

Process

New Individual Course(s):
New distance education and hybrid courses that are major course requirements will go to the CAPC floor in the normal manner, as approval will also require approval of a change in program and require a Program Action form. The preparer should simultaneously apply for the distance education course delivery designation.

New distance education courses, excluding courses required in the major, may be approved (as courses) via the monthly CAPC circulation process and simultaneously apply to CAPC for the distance education designation. The distance education designation may be granted "pending approval of the course."

In submitting a new course for distance education designation:
1. Complete Distance education Course Approval or Modification Form. Course submissions are to be accompanied with a comprehensive syllabus.
2. Along with the Distance education Course Approval or Modification Form, the originating faculty member(s) must submit to the CAPC Program Review Committee a statement detailing the following:
   a. Clear statement on how online office hours are conducted; to include ways in which instructor(s) may be contacted
   b. The minimum level of student preparation needed, and, if applicable, prerequisites are clearly stated
   c. The minimum technical skills needed of students to be successful
   d. Clear statement on the required hardware (i.e. PC or Mac, webcam) and software (i.e. version of operating system or word processing software) needed
   e. Method of assessment/evaluation for measuring course objectives
   f. Method for instructing students on how to access resources (i.e. library) at a distance
   g. Method for informing students of the technical support offered, including contacts to help resolve technical problems
   h. Method for insuring the integrity of evaluation methods including information about proctored exams, if required
   i. Method for communicating expectations for participation in online discussions, email, and other forms of communication
   j. Method for providing students with a schedule of class activities including deadlines and due dates for all course activities and, if applicable, a schedule of when students must be in attendance for traditional in-class instruction
   k. Method for ensuring appropriate student-student and student-faculty interaction through appropriate course design
   l. Method for addressing issues related to students who fall under the Americans with Disabilities Act

m. Department certification/statement that faculty assigned to this distance education course will have either taught an online course previously or undergone appropriate training before the start of the semester in which the course is offered.

n. Department certifies that the identity of a student who participates in Distance education coursework is verified by using, at the option of the instructor, methods such as—(i) A secure login and pass code (i.e. Desire2Learn); (ii) Proctored examinations; and (iii) New or other technologies and practices that are effective in verifying student identification.

Existing Individual Course(s) (30-day timeline):

In order to meet the requirements of the CBA, if the desired action is approval of the distance education designation for a course already in the database, the proposal must be submitted to CAPC no later than 30 school days before the next scheduled CAPC assembly. The CAPC Assembly and relevant subcommittees will approve/disapprove the distance education designation for the course within 30 school days of submission. The 30-day approval process will not be in effect over the summer session or in between semesters. Proposals that have to be returned for resubmission will restart the 30-day clock upon resubmission. The requirements for submitting a proposal to add the distance education designation to existing courses are the same as those listed above under those for new courses.