

**The Distance Education policy for the
Department of Biological Sciences
Chicago State University
April 2013.**

GENERAL DEFINITIONS

Department – when used throughout this document, the term shall be taken to mean the Department of Biological Sciences.

Distance Education Committee – when used throughout this document, the term shall be taken to mean a subcommittee of the Department Curriculum Committee, which consists of all tenure track/tenured faculty members of the department.

Center for Teaching and Research Excellence (CTRE) – when used throughout this document, the term shall be taken to mean the unit within Chicago State University’s Library Instruction Services that is comprised of faculty development, online learning, and academic advising.

Online Course – when used throughout this document, the term shall be taken to mean any course facilitated entirely with the use of the University’s course management system (CMS) where students and instructors are required to actively engage in completing various components of the course via asynchronous instructional methods, and where students and instructors are not required to be available at specific times or in specific locations and/or predetermined synchronous instructional methods.

Hybrid Course – when used throughout this document, the term shall be taken to mean any course facilitated with the use of the University’s course management system (CMS) where students and instructors are required to actively engage in completing various components of the course via asynchronous instructional methods, but which also includes regularly scheduled on-campus class sessions/labs/discussions

Courses approved by the Department for delivery as on-line or hybrid courses

BIOL 1250 Biology of Sexually Transmitted Diseases (on-line)

BIOL 2059 Introductory Microbiology Lecture and Laboratory (hybrid)

Department policy regarding number of on-line or hybrid courses that may be apply toward a biology degree

Candidates for a Bachelor of Science degree in Biology may apply no more than 12 credit hours of on-line/hybrid General Education courses, 4 credit hours of on-line/hybrid supporting courses and 4 credit hours of on-line/hybrid biology majors’ courses towards a degree. This policy applies to courses taken at Chicago State University and to those taken elsewhere and transferred to Chicago State University.

Department policy regarding faculty qualifications for teaching on-line/hybrid courses

All faculty who teach on-line/hybrid courses must have successfully completed the six-week Online Certification Training (OCT) offered by the CTRE. Evidence of successful training must be completed in time for the beginning of the course.

Faculty may teach no more than two courses or two sections of on-line/hybrid courses per term.

The Department approval process for adding new on-line/hybrid courses to the curriculum

The Department shall approve new on-line/hybrid courses in the same manner that all other new courses are approved. The outline for this process is as follows:

1. The faculty member submits a formal new course proposal to the department chairperson.
2. The proposal is submitted to the Department Curriculum Committee for review and approval.
3. The Department College Curriculum Committee member submits the proposal to the College of Arts and Sciences Curriculum Committee for review and approval.
4. The Dean of the College of Arts and Sciences reviews and approves the proposal.
5. The proposal is submitted to the appropriate other University Committees for review and approval, where applicable:
 - a. The Center for Teaching and Research Excellence Advisory Board
 - b. The General Education Committee
 - c. The University Council on Teacher Education
 - d. The Graduate Council
 - e. The University Curriculum Coordinating Committee
6. The course is approved by the Office of Academic Affairs.
7. The course is entered into the course scheduling system.
8. The course is listed in the appropriate publications.

The Department process for monitoring and reviewing on-line/hybrid courses

The Department Distance Education Committee, with advice from the CTRE, will monitor and review on-line/hybrid course offerings each term and make recommendations for changes or improvements to the Department Curriculum Committee.

Procedure for advisement of students registering for on-line/hybrid courses

Departmental academic advisors will counsel students on the specifics of distance education prior to authorizing enrollment in an online/hybrid course and provide students with policies of application of distance education courses toward the degree. Each faculty member assigned to a distance education course will provide students enrolled in the course with a link to complete the Smart Measure Online Readiness Assessment (<http://csu.readi.info/>) within the first week of the semester. Smarter Measure assists students in determining the degree to which distance learning will be a good fit for various learning styles, technological knowledge acquisition, computer literacy, and/or competing personal responsibilities. Students will not be penalized for results of the initial assessment. Student should be provided with resources to assist them with identified deficiencies should they determine to continue enrollment in the course.

Method of evaluation of on-line/hybrid courses

On-line/hybrid courses will be evaluated in the same manner as all other courses, as dictated by the Departmental Application of Criteria. This includes peer and student evaluations and review of course materials by the Departmental Personnel Committee. Faculty who teach on-line/hybrid courses will be required to make on-line content available to peer evaluators.

The above policy has been discussed and approved by the Distance Education/curriculum committee of the Department of Biological Sciences

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Forwarded:

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