



## **Department of Elementary and Middle Level Education And Graduate Reading**

### **Department Distance Education Policy for web-based courses and hybrid courses**

#### **1. COURSES IN A CURRICULUM TO BE OFFERED VIA THE WEB**

Any course to be offered online within the department's curriculum will need to be first approved by the department's curriculum committee.

#### **2. THE MAXIMUM NUMBER OF DISTANCE EDUCATION COURSES (OFFERED BY CSU AND/OR TRANSFERRED TO CSU) THAT A STUDENT MAY APPLY TOWARD A DEGREE**

The number of online courses a student may apply towards his/her degree depends on department, college and IBHE guidelines.

#### **3. THE NUMBER OF DISTANCE EDUCATION COURSES A FACULTY MEMBER MAY TEACH PER TERM**

Faculty members need to be present and active on campus regardless of the format of the courses they teach. There is no limit to the number of online/hybrid courses a faculty member may teach each semester.

#### **4. CRITERIA FOR DEPARTMENT APPROVAL PROCESS OF COURSES AND CURRICULUM**

When approving courses to be offered in an online or hybrid format, the department is the first level of approval and should focus on the quality of the content and the design of the course. The department is the only body that can determine if the content of the course is appropriate for the curriculum. Therefore, the department's curriculum committee will review the syllabus and interview the instructor to determine the appropriateness of the content.

The criteria for the number of courses that can be offered within a curriculum is determined by the department's curriculum committee; however, if the number of courses within a program reaches 50% additional requirements are determined through the university's accreditation body and the department will need to work with the Center for Teaching and Research Excellence to obtain the necessary approvals.

#### **5. METHOD FOR EVALUATING INTERNET COURSES AND CURRICULUM**

The department may devise its own student evaluation; however, the department will be responsible for administering that evaluation online and submitting that report on time to

the appropriate authorities. The Center for Teaching and Research Excellence has provided an evaluation which can be tailored by the department/instructor and which will be administered by the CTRE. The method for evaluating online courses within the department should follow the same process used by face-to-face courses, which includes student evaluations, peer evaluations, and chair evaluations. If the University decides to place the evaluations of all courses online, a suitable arrangement for faculty to individualize their evaluations will be provided if at all possible.

**6. PROCESS FOR SELECTING FACULTY TO TEACH INTERNET COURSES**

Prior to teaching any online course faculty need to complete the Online Certification Training offered through the Center for Teaching and Research Excellence. Departments will have to decide if assignment of online courses is based on seniority, content, etc.

**7. CONSIDERATIONS OF ONLINE INSTRUCTION FOR THE RETENTION, PROMOTION, AND TENURE AWARD PROCESSES**

Courses taught in an online or hybrid format carry the same consideration as any traditionally offered course.

**8. DEVELOP A PROCEDURE THAT ENSURES ADEQUATE ADVISEMENT FOR STUDENTS REGISTERING FOR ON-LINE INTERNET COURSES**

Students that register for any online or hybrid courses will be advised as to the requirements to be successful in an online or hybrid course, including having the appropriate technology, time, discipline, and skills. Students without access to the needed technology or lacking the necessary skills will be advised towards traditional courses or technology courses to build their skills.

Students will be provided with the booklet, "Succeeding Online," published by the Center for Teaching and Research Excellence.

**9. INFORMATION LITERACY**

The Library has available online an Information Literacy training module (called "CSIT") with links available to Instructors.

**10. TECHNOLOGY LITERACY**

The Center for Teaching and Research Excellence has available online a Technology Literacy training module.