

Chicago State University

Department of Health Information Administration

Distance Education Policy

**Purpose**

The following communicates the Distance Education Policy for the Department of Health Information Administration.

The document was developed by the full-time faculty. It is the Department's number one priority to provide quality distance education instruction for students enrolled in online/hybrid courses and to ensure that faculty assigned to teach online/hybrid courses are trained and prepared to do so.

The policy below outlines the Department of Health Information Administration's approved courses to be offered as hybrid/online courses, the maximum number of distance education courses (offered by and/or transferred to CSU) that a student may apply towards a degree, the number of distance education courses a faculty member may teach per term, the criteria for department approval process of new online/hybrid courses and curriculum, the method for evaluating Internet courses and curriculum, the process for selecting faculty to teach Internet courses, the considerations of online instruction for the retention, promotion, and tenure award processes, the process for developing, monitoring, and reviewing Internet course offerings and process for enhancing and improving Internet course offerings, the process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials, the methodology to evaluate the effectiveness of the distance learning offerings, the procedure that ensures adequate advisement for students registering for Internet courses, and the process for making recommendations for change and improvement to Internet courses and the supporting infrastructure.

**General Definitions – Terms Used in this Policy (Can be found in the Appendix)**

## **Policy**

All instructors in the Department of Health Information Administration must successfully complete the six-week Online Certification Training (OCT) offered by the Chicago State University Center for Teaching and Research Excellence (CTRE).

Sections A-J below details the Department of Health Information Administration's Distance Education Policy.

### **(A) Approved Department of Health Information Administration courses to be offered via the asynchronous instructional design (Hybrid/Online):**

1. HIA 4500 Healthcare Quality Management (Hybrid)
2. HIA 1000 Introduction to Computers and Health Information Administration (Hybrid)

The Department of Health Information Administration will continue to add hybrid/online course offerings to its curriculum.

### **(B) The maximum number of distance education courses (offered by and/or transferred to CSU) that a student may apply towards a degree**

Undergraduate students may apply no more than one-fourth of the 120 total credit hours (30 credit hours/ten 3-credit hour courses) towards a baccalaureate degree. This includes all distance education courses offered by and/or transferred to CSU. Graduate students may apply no more than 9 credit hours/three 3-credit hour graduate-level courses towards a Master's degree. This includes all distance education courses offered by and/or transferred to CSU.

### **(C) The number of distance education courses a faculty member may teach per term**

Faculty members assigned to distance learning courses may teach no more than four distance education courses per term.

### **(D) Criteria for department approval process of new online/hybrid courses and curriculum**

Review of proposed distance education courses will follow the process, as indicated below, for online/hybrid course offerings:

- The faculty member will submit a formal new course proposal to the department chairperson for any new or existing course that is being transitioned to online/hybrid delivery
- The course will be approved by the College of Health Sciences Curriculum Coordinating Committee (if applicable)
- The proposal will be submitted to the College of Health Sciences dean for approval.

- The proposal will be submitted to the Distance Education Committee for approval.
- The course design will be approved by the CTRE's Advisory Board.
- The course will be approved by the University Curriculum Coordinating Committee (if applicable)
- The course will be approved by the Office of Academic Affairs.
- The course will be entered in the course scheduling system
- The course will be listed in appropriate University publications (Catalog, Course Bulletin, etc.).

**(E) Method for evaluating Internet courses and curriculum**

All distance education courses will be evaluated by the department faculties who been certified to teach distance education courses via successful completion of the CTRE's OCT and have been trained in online course evaluation.

**(F) Process for selecting faculty to teach Internet courses**

Faculty who demonstrate an interest in teaching online/hybrid courses in their documented area of expertise will submit a formal letter of interest to the department chairperson. All courses will be reviewed and approved by the appropriate entities designated in Section D of this document. Faculty assigned to distance education courses shall retain the responsibility and authority for the academic administration and oversight of distance education courses and programs. Faculty assigned to distance education courses and programs shall have the same profile (expertise, experience, rank) as the faculty assigned to traditional on campus courses. The assigned faculty member shall have full control of the content of the course. The University policy on patents, intellectual property, and copyright applies to all distance education programs and courses.

**(G) Considerations of online instruction for the retention, promotion, and tenure award processes.**

Faculty members assigned to distance education courses retain the authority and the responsibility to produce and revise instructional design and course materials in order to maintain or enhance the integrity, exactness, and quality of the distance education course. The assigned faculty member shall have full control of the content of the course. The University policy on patents, intellectual property, and copyright applies to all distance education programs and courses.

Faculty assigned to distance education courses shall receive equivalent recognition of teaching and scholarly undertakings related to distance education programs corresponding with their efforts in traditional, on-campus course facilitation activities. Faculty will be compensated for any effort in serving distance education students, such as web maintenance (i.e., developing ADA appropriate instructional materials suitable for online instruction and the continued monitoring, updating, and course facilitation required throughout the duration of the course), as appropriate for the particular practices set by the department and the college and in agreement with published university intellectual property policy.

**(H) Process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials**

The CTRE is expected to provide improvement opportunities for faculties designed to increase their knowledge of distance education methodologies, online instructional design, the use of innovative technology to facilitate online instruction, student assessment and evaluation in online instruction, understanding of national best practices in online instruction, and improving their instructional skills.

The CTRE is expected to provide timely assistance and support to faculty members facilitating online courses (i.e., response within 48 hours excluding weekends and holidays). Faculty require appropriate services and resources to support their effectiveness and efficiency as distance educators and to assure an effective and efficient teaching and learning environment for distance education students. Faculties assigned to distance education courses necessitate ongoing guidance, training, application and evaluative support from the CTRE staff to assure the effective and efficient use of the online/hybrid course. The Information Technology Division (ITD), or appropriate information technology unit, is expected to provide adequate equipment (including equipment maintenance), software, and communications access to faculty to support communication with students, collaborating institutions, and other faculty for approved platforms and initiatives.

**(I) Methodology to evaluate the effectiveness of the distance learning offerings**

Distance learning courses must be equivalent to campus face-to-face courses in that:

- Syllabi must conform to the College of Health Sciences requirements
  - Grading must conform to the College of Health Sciences requirements
  - Assessment measures must be specified and linked to course student learning outcomes
  - Student learning outcomes must be specified and linked to programmatic learning outcomes

Each faculty member's distance education course will be reviewed by the department chair in a manner consistent with that of face-to-face course offerings. The department chair will request that the Distance Education Committee and the CTRE staff be available to provide design consultation, to aid the faculty member in the enhancement of instructional design, to coordinate the production of course materials, and to provide support during course implementation and evaluation. The Dean of the College of Health Sciences will continue to review all on-line course offerings.

**(J) Procedure that ensures adequate advisement for students registering for Internet 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 SmartMeasure Online Readiness Assessment (<http://csu.readi.info/>) within the first week of the semester. SmarterMeasure 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.

This policy was adapted from the Department of Criminal Justice, Philosophy, and Political Science's Distance Education Policy

## APPENDIX

### **General Definitions**

**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

**Department** – when used throughout this document, the term shall be taken to mean the Department Of Health Information Administration

**Distance Education Policy** – when used throughout this document, the term shall be taken to mean the document that communicates the course of action and procedures adopted by the Chicago State University Department of Health Information Administration with regard to distance education (i.e., hybrid and Internet) course offerings and that provides a faculty guide for developing and implementing distance education courses

**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 and consists of regularly scheduled on-campus class sessions.

**Online Certification Training (OCT)** – when used throughout this document, the term shall be taken to mean the six-week online certification course designed to train faculty members interested in online course instruction regarding preparation of online course instructional design, preparation of content and course materials for an online environment, and understanding national best practices for online course development and facilitation.

**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 where students and instructors are not required to be available at specific times or in specific locations and/or predetermined synchronous instructional methods.