

Distance Education Policy  
Department of Occupational Therapy

1. The Department of Occupational Therapy considers Distance Education courses to be courses those courses that are completely online, satellite link-up, telecourse, teleclass or interactive vide-conferencing between location on campus and remote sites off campus. Such courses may be offered for credit or non-credit. A hybrid course has a significant amount of material provided online with a limited number of sessions on campus (8 or less). The department also believes in integrating distance learning instructional techniques into existing courses however these courses do not meet the criteria of a distance education course.
2. Distance education courses will be developed and used to enhance the quality and flexibility of instruction within the occupational therapy program. Distance learning courses will be limited to primary lecture- based courses and exclude courses that have a laboratory component.
3. The department will limit the number of distance learning courses to 12 credit hours within the professional program. No more than 50% of courses for pre-professional phase can be distance education courses. Therefore the department limits the number of courses to 35% of the total credit hours a student can take to meet the requirement for a degree. An individual faculty member can teach no more than two distance-learning courses a term. Currently, only one Occupational Therapy course is offered via the web, OT 2010 Introduction to Occupational Therapy.
4. During advisement and prior to registering, a student must be informed if a course is a hybrid or distance education course. The advisor is responsible for reviewing the basic requirements of an online course with the student. During the first week of an online course sponsored by the Department of Occupational Therapy the instructor must have on campus orientation times scheduled for students new to distance education.
5. Faculty assigned to teach on-line distance education courses must complete the On-line Certification Training offered by Center for Teaching and Research (CTRE). This certificate will also be required for faculty proposing the development of a distance-learning course. Faculty are selected to teach based on area of expertise and proficiency in distance education instruction.
6. The department will determine which Occupational Therapy courses are offered within the CSU distance education program.

- A. As part on the ongoing curriculum assessment, the chairperson of the department shall collaborate with faculty on identifying courses in the curriculum that can be offered within the distance education program.
  - B. Faculty who demonstrate the technical ability and expertise to teach such courses through will be asked to submit a proposal for the distance education course to the chairperson and department faculty. To offer a distance education course, departmental curriculum approval, college curriculum approval, and administrative approval (dean) is required.
  - C. Courses that integrate distance learning instructional techniques into existing courses must be presented to the faculty and chairperson for approval.
  - D. The faculty member who developed the distance education course will be given first preference for teaching the course he/she developed. A rotation roster for faculty to teach established distance education courses will be based on seniority and content expertise.
  - E. Maximum enrollment will be limited to current class size of 20 students.
7. Two methods will be used to evaluate the effectiveness and quality of distance education courses.
- A. Curriculum Committee: The department curriculum committee shall assess the quality and currency of course materials. The committee will also evaluate the courses ability to address the accreditation standards for occupational therapy content.
  - B. Students: Enrolled students shall assess the effectiveness of the course through course evaluations and a survey of the effectiveness of the instructional media. The instructor of the course will design the survey to address the selected media of the course in collaboration with the assessment coordinator and approval from the department chairperson.
  - C. Each course including distance learning courses are reviewed during curriculum meetings each semester and recommendations for change and improvement are a collaborative process among faculty. Incorporation of new learning technologies are discussed each semester to assure alignment with the curriculum design and department strategic plan.
7. The development of a new on-line course or a significant revision to an existing course to a hybrid course is considered in the Department Application of Criteria as a significant or superior teaching activity. Given the collaborative nature of course design and revision within the program, a faculty member must assume independent responsibility under the approval of the chair to develop a new course or change a course format to hybrid.

Adopted: November 2002

Revised: December 2005

Revised: March 2007  
Revised September 2012