

Distance Education Policy

Preamble

The College of Education Department of Secondary Education, Professional Studies and Recreation Distance Education (DE) Policy is presented in this document. The department's goals are to provide quality distance education instruction for students enrolled in online/hybrid courses, to ensure that students taking online courses get the same instructional experiences as they would in face-to-face courses, and to ensure that faculty assigned to teach online/hybrid courses possess the technological skills and experience to teach those courses.

Included in this policy statement below are the Department's:

- approved courses to be offered as hybrid/online courses,
- maximum number of distance education courses (offered by Chicago State University and/or transferred to Chicago State University) that a student may apply towards a degree,
- number of distance education courses a faculty member may teach per term,
- criteria for department approval process of new online/hybrid courses and curriculum,
- method for evaluating Internet courses and curriculum,
- process for selecting faculty to teach Internet courses, the considerations of online instruction for the retention, promotion, and tenure award processes,
- process for developing, monitoring, and reviewing Internet course offerings and process for enhancing and improving Internet course offerings,
- process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials,
- methodology to evaluate the effectiveness of the distance learning offerings,
- 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.

Department of Secondary Education, Professional Studies and Recreation

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I. Approved Department of SEPR Courses to be offered online

Course Number	Title	Semester Hours	Semester taught	Online/Hybrid
PHYSICAL EDUCATION GRADUATE				
PE 5000	Methods & techniques in research and statistics	3	F	Hybrid
PE 5230	Research statistics	3	SU or F	Web
PE 5090	Psychology of Sport	3	F	Web
PE 5110	Org/Admin of PE & Sport	3	F	Web
PE 5270	Epidemiology of Physical Activity	3	F	Web
PE 5030	Motor Learning and Development	3	SP	Web
PE 5050	Sociology of Sport	3	Intercession	Hybrid
PE 5240	Developing a research question	1	F/SP	Hybrid
PE 5250	Data collection and analysis	1		
PR 5260	Research conclusions	1		
PE 5034	Psychology of Exercise	3	SU	Web
PE 5255	Theory/Principles of Coaching	3	SU	Web
UNDERGRADUATE PHYSICAL EDUCATION				
PE 3092	P E Certification Review	1	F/SP	Web
HPR 2500	Organization/Admin of Health, Physical Education and Recreation	2	SU/SP	Web
PE 4520	Theory/Principles of Coaching	3	SU	Web
PE 2010	History and Philosophy of PE	3	SU	Web
HEALTH AND SAFETY				
HS 4020	HIV/AIDS STD issues	3	SP	Web
HS 5020	HIV/AIDS STD issues	3	SP	Web
HS 4060	International Health Issues	3	SP	Web
HS 5060	International Health Issues	3	SP	Web
HS 4620	Curriculum in Health Education	3	F	Web
HS 5620	Curriculum in Health Education	3	F	Web
HS 4800	Safety education and prevention of injuries	3	F	Web
HS 5800	Safety education and prevention of injuries	3	F	Web
HS 5990	Independent Study	3	F/SP/SU	Web
HS 2250	Introduction to health issues	1	Su	Web
HS 4400	Nutrition and Health for children K-12	3	SU	Web
HS 4420	Drugs Responsibility behavior	3	SU	Web
HS 5400	Nutrition and Health for children K-12	3	SU	Web
HS 5420	Drugs Responsibility behavior	3	SU	Web
RECREATION				
REC 2050	Exploring leisure alternatives	3	SP	Web
REC 4100	Commercial recreation	3	SP	Web
REC 1000	Introduction to leisure services	3	F	Hybrid

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REC 4070	Children/Youth in Sport and Recreation	3	SU	Web
REC 5070	Children/Youth in Sport and Recreation	3	SU	Web
TECHNOLOGY & EDUCATION				
T & ED 4315	Business & Professional Communication	3	SP	Conda
T & ED 4398	Foundations of Occupational Education	3	SP	Boyles
T & ED 5315	Business & Professional Communication	3	SP	Conda
T & ED 5398	Foundations of Occupational Education	3	SP	Web
T & ED 2291	Technology and Society	3	F	Web
T & ED 4330	Microcomputer applications	3	F	WEB
T & ED 5330	Microcomputer applications	3	F	WEB
T & ED 4384	Org/Adm Coop OE Programs	3	SU	Web
T & ED 5384	Org/Adm Coop OE Programs	3	SU	Web
T & ED 4394	Oper Coop OC Ed Programs	3	SU	Web
T & ED 5394	Oper Coop OC Ed Programs	3	SU	Web
T & ED 5389	Special topics in technology education	3	F/SP/SU	Web
T & ED 1109	Beginning keyboarding	2	F	Hybrid
BUSINESS EDUCATION				
BE 3092	Business Education Certification Review	1	F/SP	Web
BE 5310	Sales	3	SP	Web
BE 4307	Entrepreneurship for teachers	3	SP	Hybrid
BE 5307	Entrepreneurship for teachers	3	SP	Web
BE 4313	Marketing for Business Education teachers	3	F	Web
BE 5313	Marketing for Business Education teachers	3	F	Web
BE 4350	Office management	3	Su	Web
BE 5350	Office management	3	Su	Web
INDUSTRIAL TECHNOLOGY				
IT 3092	IT certification review	1	F/SP	Web

II. Degree Requirements

# of DE courses that can be transferred into program/max. # of credits that can be transferred	Minimum grade for transfer courses	# of distance education courses that must be taken at CSU	# of DE courses that apply to degree	Minimum GPA in all coursework either as transfer or completed at CSU.
2 or 6 credit hours	B	Unlimited	As required by programs	3.0 (graduate) 2.5 (undergraduate)

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III. Distance Education Policy

Procedures	Plan of Action
Criteria for departmental approval process of courses and curriculum	<ul style="list-style-type: none"> ■ A meeting of the Academic Concerns Committee is requested by the Chair or the faculty member ■ Each course shall be presented before the committee by the faculty ■ Approval of the course to go online shall be voted upon ■ Upon approval the proposal is sent to the College of Education Curriculum Committee.
Method for evaluation of internet courses and curriculum-Faculty peer/Chair evaluations	<ul style="list-style-type: none"> ■ Each semester, the faculty member to be evaluated shall make a request to a faculty of similar rank for a classroom teaching evaluation ■ An evaluation tool designed by the DPC shall be used for all observations and evaluations
Method for evaluation of internet courses and curriculum-Student evaluations	<ul style="list-style-type: none"> ■ Each semester and for each course, students shall be given opportunity to evaluate the online course ■ The evaluation tool designed by the CTRE shall be used for all observations
Process for selection of faculty to teach courses	<ul style="list-style-type: none"> ■ Faculty shall possess a terminal degree or its equivalent ■ Shall be based on departmental need ■ Shall have completed the Illinois Online Network (ION) Training Course or the OCT course.
Number of Courses a faculty member can teach per semester	<ul style="list-style-type: none"> ■ Unlimited. Based on course offerings and departmental need.
Process for developing, monitoring, and reviewing Internet course offerings and process for enhancing and improving Internet course offerings,	<ul style="list-style-type: none"> ■ Request by the faculty to change a course to be offered as online ■ Completion of the curriculum change forms 1 and 2. ■ Request a meeting of the Academic concerns committee ■ Upon approval, develop a syllabus and provide a copy of syllabus to department chair. ■ Once a semester, according to DPC

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	<p>criteria, faculty request both chair and peers to review the course online</p> <ul style="list-style-type: none"> ■ Chair and peers will review online course and submit a copy of the evaluation to the faculty member.
<p>Process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials,</p>	<ul style="list-style-type: none"> ■ Take the OCT course offered by the CTRE ■ Attend professional development courses throughout the semester ■ Document attendance at professional development workshops in the annual DAC portfolio ■ Attend technology sessions at state and national conferences
<p>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.</p>	<ul style="list-style-type: none"> ■ The department professional advisor shall advise students on required and professional courses to be taken to fulfill requirements for graduation. ■

Glossary of Terms

Center for Teaching and Research Excellence (CTRE) –The unit within Chicago State University’s Library Instruction Services that is comprised of faculty development, online learning, and academic advising.

SEPR – Acronym for Department of Secondary Education, Professional Studies and Recreation.

CTE – Acronym for Career and Technical Education

T & ED – Acronym for Technology and Education

Distance Education Policy – Document that communicates the plan of action and procedures adopted by the Chicago State University Department of Secondary Education, Professional Studies and Recreation 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 –Term 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) –The eight-week online certification course designed by the Center for Teaching and Research Excellence (CTRE) to train faculty members interested in online course design, management and implementation

Online Course –Any course facilitated entirely with the use of the technology provided through the University’s course management system (CMS) where students and instructors are required to actively engage entirely in various components of the course via asynchronous instructional methods and where students and instructors are not required to be at a specific location on campus or off-campus.