

APPENDIX B
DISTANCE EDUCATION POLICY

**DEPARTMENT OF SOCIAL WORK
DEPARTMENTAL APPLICATION OF CRITERIA**

2011-2015

1. The Department of Social Work considers *distance education* courses to be any course that is completely online, telecourses, courses using a satellite link-up or interactive video-conferencing with off-site locations. The department strongly encourages the use of classroom and available technologies in all of its offerings, but does not consider web-enhanced courses (courses with online materials) and hybrid courses (courses which are partly on-site and partly online) to be distance education courses. Such courses may be offered for credit or non-credit.
2. Distance education courses offered for credit may include any departmental graduate courses which do not require a laboratory component as described in the CSU Catalog. Distance education courses may fulfill, major/program requirements, or be used as elective credits.
3. The department will determine which departmental courses can be offered through CSU's Office of Distance Learning.
 - a. The Chair of the department shall poll the faculty to determine if there are those who wish to offer distance education courses. Further, the chair will work the curriculum committee to encourage the development of distance education courses if such courses would serve the needs of the Department of Social Work students.
 - b. The Chair of the department shall create a roster of faculty who are qualified and wish to teach a distance education course, giving first preference to the faculty member who developed the distance learning course.
 - c. Faculty members who wish to teach a distance education course shall submit a proposal to the Chair of the department and appropriate curriculum committee. The proposal will demonstrate the technical ability of the faculty member to teach and administer a distance education course by providing evidence of pre-existing technology-enhanced courses. To offer a distance education course, departmental approval, administrative approval (Chair, Dean, and Provost), and Office of Distance Learning approval are required.
 - d. If a faculty member wishes to offer a new distance education course, the course proposal must go before the appropriate department curriculum committee, the College of Arts and Sciences Curriculum Committee, and the University Curriculum Committee. Administrative approval and the approval of the Office of Distance Learning are also required before such courses can be offered for credit.
 - e. The chair and the instructor will set an enrollment maximum to ensure that all students are provided with quality training in each section of a distance education course. Generally speaking, distance education course enrollments will be set at 20 to 25 students.
 - f. The department will offer as many distance education courses per semester as is

appropriate to satisfy program needs of the department, without over-extending the capabilities of the department to offer such courses.

4. Three methods will be used to measure the effectiveness of distance education courses:
 - a. The Chair of the department and the curriculum committee, will assess the quality and currency of each distance education course. The course materials submitted for review should consist of a syllabus and information concerning the objectives and management of the course. When possible, the evaluation of the course will also consist of a “guided tour” of the online materials. If the Chair of the department does not feel technically qualified to evaluate the course, he/she shall appoint an ad-hoc faculty committee to review the course.
 - b. The Office of Distance Learning will assess the effectiveness of the course offerings, materials, and timely responses of the instructor from a technical perspective.

Students will utilize the University's on-line evaluation process. The Department and Faculty Member will have the option of adding additional questions that particularly address the unique characteristics of the on-line medium.