**Department of Geography, Sociology, History, African American Studies, and Anthropology
Distance Education Policies for Online and Hybrid Courses**

Online and Hybrid Course Offerings

1. The department will not permit more than 50% of an individual student's courses to be online or hybrid courses for the purposes of fulfilling the requirements for a degree.
2. Criteria for approval of online and hybrid courses:
   a. Any online or hybrid course to be offered within the department's curriculum will need to be first approved by the department's curriculum committee.
   b. In approving courses to be offered in an online or hybrid format, the department is the first level of approval and the approval 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.
   c. Following departmental approval, proposed online or hybrid courses will need to be approved by the requisite university committees, including the University Curriculum Committee and the Distance Education Committee.
3. Courses taught in an online or hybrid format carry the same consideration for personnel actions (retention, promotion, tenure) as any traditionally offered (i.e. face-to-face) course.
4. The department may offer as many online and hybrid courses per semester as are appropriate to satisfy the program needs of the department and the university.

Selecting Faculty to Teach Online and Hybrid Courses

1. The Chair of the department shall poll the faculty to determine if there are those who wish to offer courses within the Distance Education program.
2. Faculty wishing to teach online or hybrid courses are strongly encouraged to complete the Online Certification Training offered through the Center for Teaching and Research Excellence (CTRE).
3. Faculty members teaching online and hybrid courses must be responsive to students' needs and questions about coursework, such as holding some form of office hours (virtual or in person).
4. The Department Chair will formulate a roster of faculty who wish to teach an online or hybrid course in the event that the demand for teaching assignments exceeds program needs or the support from the University. This roster will be developed in a manner similar to those developed for teaching assignments in the Summer session.
5. Beyond the considerations listed above, there is no limit to the number of online or hybrid courses faculty member may teach each semester.

Evaluating Online and Hybrid Courses

1. The method for evaluating online and hybrid courses within the department will follow the same process used by traditionally offered courses.
2. These methods of evaluation will include student evaluations, peer evaluations, and Chair evaluation(s), as outlined in the DAC and as required for the appropriate personnel actions.

Advising Students about Online and Hybrid Courses

1. 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.

2. Students will be provided with the booklet, "Succeeding Online," published by the CTRE.
3. The CTRE has available online a Technology Literacy training module.
4. The Library has available online an Information Literacy training module (called "CSIT") with links available to Instructors.