

**Department of Doctoral Studies, Doctor of Education in Educational Leadership
(Ed.D.) Program, (College of Education) Chicago State University
Distance Education Policy**

**Submitted By: Dr. Charlesetta Maria Ellis, Chair
Department of Doctoral Studies**

PURPOSE:

In compliance with Appendix G of the current Chicago State University and UPI Local 4100 Units A, B, and C (2010-2015) union Contract, the Department of Doctoral Studies established a Distant Education committee consisting of the following individuals: Dr. Charlesetta Maria Ellis, department chairperson), Dr. Liyana Chandra Cabraal, associate professor, Dr. Byung-In Seo, associate professor, and Dr. Crystal Laura, assistant professor (via proxy) It is the department's primary intent to provide distant education courses, which are of the highest caliber and prepare our students for their professional roles as exemplary educational leaders, administrators and research scholars. The department is committed to providing quality instruction via its online/hybrid distant education courses, and will ensure that each faculty member assigned to teach those courses are trained, certified and academically equipped to fulfill their teaching obligation.

The policy below outlines Chicago State University's Department of Doctoral Studies, Doctoral of Education in Educational Leadership (Ed.D.) program's courses to be approved and offered as online/hybrid courses, the maximum number of distant education courses (offered by Chicago State University and/or transferred to Chicago State University) that a student may apply toward a degree, the number of distance education courses a faculty member may teach per term, the criteria for department approval process of new on-line/hybrid courses and curriculum, the method for evaluating Internet courses and curriculum, the process for selecting faculty to teach Internet courses, the considerations of on-line instruction for the retention, promotion, and tenure award processes, the process for developing, monitoring, and reviewing Internet course offerings and the 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 education 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

Institutional Review Board (IRB) –when used throughout this document, the term shall be taken to apply to the unit within Chicago State University’s New Academic Library (NAL 202), which oversees the mandated protocols that must be followed when human subjects are involved in research for dissertation purposes.

Department – when used throughout this document, the term shall be taken to apply to the Department of Doctoral Studies,

Distance Education Committee –when used throughout this document, the term shall be taken to apply to the Department of Doctoral Studies faculty/administrator.

Distance Education Policy –when used throughout this document, the term shall be taken to mean the instrument that outlines the course of action and procedures as adopted by Chicago State University’s Department of Doctoral Studies germane to distance education –i.e., online/hybrid and Internet course offerings, and provides a guide for faculty developing, as well as implementing distance education courses.

Hybrid Course –when used throughout this document, the term shall be taken to mean any course enabled with the use of the University’s course management system (CMS) whereas instructors and students are required to actively engage in completing various elements of the course and mandated to participate in regularly scheduled on-campus class sessions.

Online Certification Training (OCT) Course –when used throughout this document, the term shall be taken to mean the six week online course instruction pertinent to preparation for online instructional design, course content and materials conducive to an online academic environment, and essential comprehension of national best practices relevant to online course development and implementation.

Online Course –when used throughout this document, the term shall be taken to apply to any course expedited exclusively with the use of the University’s course management system (CMS) whereas instructors and students are mandated to actively participate in completing various modules of the course via “asynchronous” instructional methods whereby students and instructors are not required to be available at specific locations, or times and/or predetermined “synchronous” instructional methods.

POLICY

Listed below are sections A-G, which details the Department of Doctoral Studies distant education policy:

(a) Courses identified by the Department of Doctoral Studies to be approved and offered via the “asynchronous” instructional design (Online/Hybrid):

1. EDDL 6150 Philosophical and Ethical Foundations of Education
2. EDDL 6200 Administrative law
3. EDDL 6400 Personnel Administration
4. EDDL 6450 Financial Administration
5. EDDL 6600 Critical Issues in Urban Educational Leadership
6. EDDL 6990 Dissertation

(b) The maximum number of distance education courses (offered by Chicago State University (Department of Doctoral Studies) and/or transferable to Chicago State University) that a student may apply towards the Ed.D. degree:

1. The maximum number of distance education (Online/Hybrid) courses offered by the department will be six. All Department of Doctoral Studies faculty members will be trained and certificated to teach online/hybrid courses by fall 2014.
2. The maximum number of distance education (Online/Hybrid) courses transferable from another university is none (zero).

(c) The number of distance education courses a faculty member may teach per term:

1. Faculty members may teach one core course per term. This mandate does not include dissertation (EDDL 6990) courses.

(d) Criteria for department approval procedure germane to new online/hybrid courses, method for evaluating Internet courses, curriculum, the process for selecting faculty to teach Internet courses, the considerations of online instruction for the promotion, and tenure award processes:

1. The department chairperson and faculty members, including the use of the Department of Doctoral Studies DAC (where applicable) will take responsibility pertinent to the approval of all entities as contained within (d).
2. Faculty members who are interested in facilitating an online/hybrid course will submit a letter of intent and an initial online/hybrid course proposal, which will

include how the course will be developed to the department chairperson, and the Department of Doctoral Studies (EDDE) faculty.

3. Faculty members assigned to teach distance education courses will retain autonomy relevant to revision of instructional design and course material, with the sanction of the appropriate Chicago State University distance education overseers, in order to strengthen the quality of the distance education course. Faculty members who teach such courses will abide by the University's policy pertinent to intellectual property legalities relevant to copyright infringements and patents (if applicable).

(e) Criteria for department approval procedure germane to the process for developing, monitoring, and reviewing Internet course offerings and the 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:

1. All faculty members who are interested in teaching on-line/hybrid courses must enroll in and complete the six week Chicago State University Online Certification Training (OCT) workshop offered by the Center for Teaching and Research Excellence. All courses offered by the EDDE via distance education shall have a qualified faculty member sanctioned by the Department of Distance Education Committee chair, the Center for Teaching and Research Excellence Advisory Board, the General Education Committee (if applicable), the University Council on Teacher Education (if applicable), the College of Education (COE) Curriculum Coordinating Committee and the University Curriculum Coordinating Committee (if applicable).
2. Faculty members who teach on-line/hybrid courses will be evaluated, and those evaluations will be submitted to the appropriate institutional practice review committees. Based upon the results of course evaluations recommendations will be made by the EDDE chairperson and Department of Distance Education Committee relevant to improving and/or enhancing Internet course offerings.

(f) Criteria for department approval procedure germane to the methodology to evaluate the effectiveness of the distance learning offerings, and the procedure that ensures adequate advisement for students registering for Internet courses:

1. The department chairperson and faculty members, including the use of the EDDE DAC (where applicable) will take responsibility pertinent to the approval of all entities as contained within (f).
2. Each faculty member assigned to teach a distance education course will provide students enrolled in the course information relevant to access to the Smart Measure Online Readiness Assessment link (<http://csu.read.info/>) within the first week of the

academic semester. This link is designed to provide information germane to various learning styles, to assess students' levels of technological knowledge acquisition, computer literacy and personal (student) responsibility. Faculty who encourage students to access this link will determine how they (faculty) will use the assessment tool to enhance student learning and teaching methodology.

3. The advisor specialist with the assistance of the department chairperson will assume responsibility relevant to the procedure that ensures adequate advisement for students registering for Internet courses as contained within (f). The advisor specialist will consult with students pertinent to distance education prior to authorizing enrollment in an online/hybrid course, and provide such students with the appropriate policy and procedures applicable to the application process for distance education, which will lead to the program's degree.

(g) Criteria for department approval procedure to the process for recommendations for change and improvement to Internet courses and the supporting infrastructure:

1. The Department of Doctoral Studies chairperson will review all institutional course evaluation results for online/hybrid courses taught by the EDDE faculty and consult with each faculty member relevant to recommendations for enhancing teaching strengthens and strengthening teaching deficiencies.
2. Faculty assigned to teach online/hybrid courses are responsible for up-dating instructional designs and materials, as well as keeping abreast of current information as disseminated by Chicago State University's Distance Education Committee, and the Center for Teaching and Research Excellence staff for purpose of instructional design enhancement, available course material and assistance pertinent to course implementation and evaluation.

Submission Date: May 1, 2013

Note: This document was prepared in collaboration with the Department of Doctoral Studies faculty.

