Distance Education Policy for the Department of Music

1. The Department of Music considers Distance Learning Education to be any course that is completely online (internet course), television link-up, or interactive TV workshop between a location on campus and remote sites off campus. Such courses may be offered for credit and non-credit.

2. Distance education for credit courses: These courses are those whose course descriptions (CSU Catalogue) do not include a performance component and may include lecture courses that are currently used to meet:

   a. General Education requirements (1000 level)
   b. Undergraduate requirements (1000 and 2000 level)
   c. Course electives both inside and outside the Department which may be used to fulfill course requirements for undergraduate degrees.

3. The department will not permit more than 20% of the above courses to fulfill the requirements for a degree.

4. The Department will determine which Music courses are offered within the CSU Distance Education Program:

   a. The Chair of the Department shall poll the faculty to determine who may wish to offer courses within the Distance Education Program.

   b. The faculty member will present to the faculty his/her proposal for a Distance Education course. The faculty member must demonstrate that he/she has the technical ability to provide such course by providing evidence for the use of technology in a traditional course offering. If an internet course is proposed, evidence of web-enhanced teaching would be appropriate. To offer a Distance Education course, departmental approval, administration approval (Chair, Dean, Provost), and Distance Learning approval are required.

   c. If the course is being developed only for Distance Education, a full course proposal is necessary. Departmental approval, followed by University Curriculum Committee, administrative approval and Department of Distance Learning approval are required.

   d. The department may offer as many Distance Education courses per semester as is appropriate to satisfy program needs of the department and university.

   e. The faculty member should notify the Department of Distance Learning of any special technical needs of the course offering in obtaining Distance Learning approval.

   f. The Music Department Chair and the instructor will set an enrollment maximum to ensure that all students are provided with quality training.

   g. The Department Chair will formulate a roster of faculty who wish to teach a Distance Education course in the event that the demand for teaching assignments exceeds the support from Distance Learning. This roster will be developed in a manner similar to
those developed for teaching assignments in the summer session.

5. The Department will evaluate the effectiveness of a Distance Education course by the use of three groups of evaluators.

   a. Three members of the Department Personnel Committee shall assess the quality and currency of the materials. The course materials should contain a syllabus summarizing information concerning the objectives, operation, and management of the course. If one of the objectives is research, it should contain a list of research materials and a description of how to use these resources.

   b. The Distance Learning Department shall assess the effectiveness of the course offerings, materials, and the timely responses of the instructor from a technical perspective.

   c. Enrolled students shall assess the effectiveness of the course offerings, materials and the timely responses of the instructor and support staff. A student assessment form shall be developed which will provide effective evaluation of the use of the instruction medium by the instructor.