

## **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.