

APC – Online Instruction Policy

Definition — A policy...

Definition The Online Instruction Policy delineates student, faculty, and university responsibilities with regard to online instruction. The policy also defines online, hybrid, and web-facilitated courses.

Authority The President of the University

Scope All online and hybrid credit-bearing courses, course sections, and programs.

I. Definitions*

Online Course - A course where most or all of the content is delivered online. ~~There are commonly~~
Typically have no face-to-face meetings.

Hybrid Course (~~sometimes referred to as a Blended~~) Course — ~~Includes both that blends online and~~
~~face-to-face and online components. The delivery. Substantial proportion of the content is delivered~~
online, typically uses online discussions, and typically has a reduced number of face-to-face ~~time is~~
~~reduced through the use of technology. meetings.~~

~~Technology Enhanced~~Web-Facilitated Course — Course that uses web-based technology to
facilitate what is essentially a face-to-face course. ~~No scheduled face-to-face class sessions are~~
~~normally replaced with online activities.~~

~~Distance Education Student~~ — ~~Enrolled only in online courses with no on-campus components. May use~~
a course management system ~~or in classes that meet off-campus. This policy does not apply to classes~~
~~that meet off-campus and that do not have online components.~~

~~Online Components~~ — ~~Course activities~~web pages to post the syllabus ~~and/or assignments in which~~
~~participation is required to be completed online (e.g., participation in chat sessions, frequency of web~~
~~access, postings, etc.).~~

II. Preamble

Technology is changing quickly and influencing the development of new models of teaching and learning. At the same time, these new technologies are playing an increasingly important role in society. The purpose of this policy is to provide continuity in the quality and climate of the educational environment as we move to incorporate online instruction ~~and other forms of academic technology~~ into the mainstream of instruction at California State University San Marcos. This policy shall apply to all credit-bearing courses, course sections, and programs offered partially (hybrid) or fully online by California State University San Marcos.

III. Principles for Online Instruction

* Definitions are from I. E. Allen and J. Seaman, *Staying the Course Online Education in the United States*, 2008. The Sloan Consortium, p. 8.

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A. Student Support and Information

1. All ~~programs~~course sections that are offered solely or partially through online instruction shall provide the opportunity for appropriate, ~~substantial, personal~~ and timely interactions between faculty and students and among students.
2. Faculty and students have a right to know the modes of delivery and technological requirements of each course section, program and degree offered by the University. Students shall have access to this information before enrolling in a course section or program.
3. Criteria for student success in online and hybrid ~~courses~~course sections and programs shall be as rigorous and comprehensive as those used in classroom-based ~~courses~~course sections, and these criteria shall be clearly communicated to students.
4. Students enrolled in online or hybrid course sections are subject to the same academic regulations applicable to students enrolled in any CSUSM course section. Academic standards regarding cheating, plagiarism, and appropriate behavior shall be clearly communicated to students in online and hybrid ~~courses~~course sections and programs. [For example, see Academic Honesty Policy.]
5. Students taking online ~~courses~~course sections have the same basic privileges as other CSUSM students, ~~but with some enhanced services. There is specific information about services for students enrolled in online courses on the Information and Instructional Technology Services (ITS) Web site (-).~~ Each student enrolled in an online course section or program shall be informed of available instructional support, student services/advisers, library resources, and support services for students with disabilities.
6. Technical support consistent with that available to all other CSUSM students shall be made available to students in online course sections and programs.

B. Faculty Support, Rights and Responsibilities

- ~~1.—1. In accordance with the provisions of the CSU/CFA Collective Bargaining Agreement,~~ faculty shall have the same control and ownership of the substantive and intellectual content of their online course-related materials that faculty have with respect to ~~classes offered in classroom format, at the time of production, at any time during their use, and thereafter, in accordance with the provisions of the CSU/CFA Collective Bargaining Agreement~~their face-to-face courses.
2. Faculty shall follow the guidelines established by the CSU San Marcos Policy on Fair Use of Copyrighted Works for Education and Research.
3. Faculty teaching a fully online course section will use the Student Evaluation of Instruction Form for Online Courses.

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4. Because online instruction involves the use of technologies and teaching methods that require specialized training, the University shall offer training and support to faculty. ~~The faculty member engaged in online instruction is responsible for making use of the university-offered resources and training.~~
5. ~~No~~Any faculty member ~~shall be required to teach~~who teaches online ~~or hybrid courses without having an~~shall have the opportunity to receive training in online instruction:
- ~~6. The University shall offer appropriate and is responsible for making use of university-offered resources and training and.~~
- ~~6. In order to ensure support services to faculty to prepare and support them in ensuring that all, each time a new or existing course section will be taught online materials conform to, the requirements of the CSU Accessible instructor will contact Academic Technology Initiative. Services within IITS.~~
- ~~6.7.~~ In accordance with the CSU Accessible Technology Initiative, accessible design will be incorporated into the creation of all new course sections with online components (web facilitated, hybrid or online) by fall term 2012. Existing online course content will be made accessible as online materials are redesigned or modified or when a student with a disability enrolls in the course.
- ~~78.~~ All online and hybrid courses listed in the Class Schedule shall normally be hosted on California State University servers or other servers approved by the Dean of IITS and Chief Information Officer.
- ~~89.~~ Any course section that uses online instruction shall indicate so in the course syllabus. In addition to information specified in the Syllabus Guidelines, the following information shall be included in course syllabi for online ~~courses and hybrid course sections~~:
- a. Prerequisite technical competencies
 - b. Contact information for technical assistance ~~for students;~~
 - c. ~~b. —~~Guidelines for appropriate communication (Netiquette);
 - ~~e. —How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, etc.);~~
 - ~~d. —Deadlines for~~
 - d. Course requirements for participation
 - e. Schedule of assignment and posting and due dates~~deadlines~~ (dates and times);)
 - ~~e. —How students may f. Instructor contact the instructor; information~~
 - ~~f. —Technical competencies expected or required of the students;~~
 - ~~g. —Who to contact in case of technical problems; and~~

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g. On-campus meeting requirements, if applicable;

IV. Approval of Online Courses and Programs

A. New Online Programs

New online degree programs or program modifications (including majors, minors, options, certificates and subject matter preparation programs) shall be reviewed in accordance with the usual Program Proposal process. Any department or program in which at least 50% of the instruction is offered online shall be required to meet Western Association of Schools and Colleges (WASC) substantive change requirements. [See <http://www.wascweb.org>]

B. New Online Courses

New online courses are approved through the regular curriculum review process, following the same process as any new course.

C. Converting Existing Courses or Sections to an Online Format

In the case of existing courses, approval for the use of online instruction is within the purview of the department and/or program subject to the principles set forth in this Policy. ~~In order to ensure proper support, each time a new or existing course will be taught online, the instructor must submit the Online Course Request Form prior to the submission of the class schedule. If there are serious exigent circumstances (e.g. unanticipated instructor change), the form must be submitted within 10 working days of the occurrence of those circumstances. The Online Course Request Form will be obtained from and submitted to Academic Technology Services within ITS. Copies of the completed form will be distributed to the department and/or program chair or coordinator and ITS.~~

D. Compliance of Existing Online Courses and Sections

Extant courses or sections that fit the definition of an online or hybrid course shall not be offered after spring term 2012 if they do not comply with this policy and have not received the appropriate approvals required by this policy. Each college dean shall be responsible for ensuring compliance.