

1 **APC Online Instruction Policy**

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3 **Definition** The Online Instruction policy defines online, hybrid, and web-facilitated courses.
4 _____ The Online Instruction Policy delineates student, faculty, and university responsibilities with regard to online instruction.
5 ~~The policy also defines online, hybrid, and web-facilitated courses.~~
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7 **Authority** The President of the University

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9 **Scope** All CSUSM online and hybrid credit-bearing courses, course sections, and
10 degree programs.
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12 **I. Definitions***

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14 Online Course - A course where most or all of the content is delivered online. Typically have no
15 face-to-face meetings.
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17 Hybrid Course (Blended) – A course that blends online and face-to-face delivery. Substantial proportion of the content is delivered
18 online, typically uses online discussions, and typically has a
19 reduced number of face-to-face meetings.
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21 Web-Facilitated Course – ~~A c~~Course that uses web-based technology to facilitate what is essentially a face-to-face course. May use a
22 course management system or web pages to post the syllabus and assignments.
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24 **II. Preamble**

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

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34 **A. Student Support and Information**

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36 1. All course sections that are offered solely or partially through online instruction shall provide the opportunity for appropriate
37 and timely interactions between faculty and students and among students.
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- 2. ~~Faculty and s~~Students have ~~thea~~ right to know the modes of delivery, including any on-campus meeting requirements, and technological requirements of each course section, program and degree offered by the University. Students willshall have access to this information before enrolling in a course section or program.
- 3. Criteria for student success in online and hybrid course sections and programs willshall be as rigorous and comprehensive as those used in classroom-based course sections, and these criteria willshall 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 willshall be clearly communicated to students in online and hybrid course sections and programs. [For example, see Academic Honesty Policy.]
- 5. Students taking online course sections have the same basic privileges as other CSUSM students. 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.
- 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.

Comment [I1]: The university's responsibility to indicate the exact mode of instruction clearly in the schedule of courses and to secure rooms as needed e.g. Perhaps only one meeting will be on campus. Maybe just the final will be on campus.

Comment [I2]: This was copied from the faculty responsibility section.

Comment [I3]: This was copied from the student support section. Will became Shall

Comment [I4]: This was copied from the student support section. Will became Shall

B. Faculty Support, Rights and Responsibilities

- 1. Criteria for student success in online and hybrid course sections and programs shall be as rigorous and comprehensive as those used in classroom-based course sections, and these criteria shall be clearly communicated to students.
- 2. 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 course sections and programs. [For example, see Academic Honesty Policy.]
- 3. 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 their face-to-face courses.
- 4. Faculty shall follow the guidelines established by the CSU San Marcos Policy on Fair Use of Copyrighted Works for Education and Research.

- 77 | ~~53.~~ Faculty teaching a fully online course section will use the Student Evaluation of Instruction Form for Online Courses.
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79 | ~~64.~~ Because online instruction involves the use of technologies and teaching methods that require specialized training, the University
80 | shall offer training and support to faculty.
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82 | ~~75.~~ Any faculty member who teaches online shall have the opportunity to receive training in online instruction and is responsible for
83 | making use of university-offered resources and ~~training~~.
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85 | ~~6-8.~~ In order to ensure technical support, each time a new or existing course section will be taught online, the instructor will contact
86 | Academic Technology Services within IITS.
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88 | 9. In accordance with the CSU Accessible Technology Initiative, accessible design will be incorporated into the creation of all new
89 | course sections with online components (web facilitated, hybrid or online) by fall term 2012. Existing online course content will
90 | be made accessible as online materials are redesigned or modified or when a student with a disability enrolls in the course.
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92 | ~~108.~~ All online and hybrid courses listed in the Class Schedule shall normally be hosted on California State University servers or
93 | other servers approved by the Dean of IITS and Chief Information Officer.
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95 | ~~119.~~ —Any course section that uses online instruction shall indicate so in the course syllabus. In addition to information specified in
96 | the Syllabus Guidelines, the following information shall be included in course syllabi for online and hybrid course sections:
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98 | a. Prerequisite technical competencies
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100 | b. Contact information for technical assistance
101 |
102 | c. Guidelines for appropriate communication (Netiquette)
103 |
104 | d. Course requirements for participation
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106 | e. Schedule of assignment and posting deadlines (dates and times)
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108 | f. Instructor contact information
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110 | g. On-campus meeting requirements, if applicable
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112 | 12. Faculty have a right to know the modes of delivery, including any on-campus meeting requirements, and technological
113 | requirements of each course section, program and degree offered by the University. Faculty shall have access to this information
114 | before being assigned any course.

Comment [I5]: We do not want to get into how faculty will not be forced to teach online courses. How faculty are assigned courses is a much bigger issue than just this policy. But we added Item 12 below.

Comment [I6]: Addresses concerns about being assigned a course without knowing in what mode it will be taught.

115 | **IV. Approval of Online Courses and Degree Programs**

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117 | **A. New Online Degree Programs**

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119 New online degree programs or program modifications (including majors, minors, options, certificates and subject matter preparation
120 programs) shall be reviewed in accordance with the usual Program Proposal process. Any department or program in which at least
121 50% of the instruction is offered online shall be required to meet Western Association of Schools and Colleges (WASC) substantive
122 change requirements. [See <http://www.wascweb.org>]

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124 **B. New Online Courses**

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

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128 **C. Converting Existing Courses or Sections to an Online Format**

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130 In the case of existing courses, approval for the use of online instruction is within the purview of the department and/or program
131 subject to the principles set forth in this Policy.

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133 **D. Compliance of Existing Online Courses and Sections**

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135 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
136 comply with this policy and have not received the appropriate approvals required by this policy. Each college dean shall be
137 responsible for ensuring compliance.

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