ONLINE INSTRUCTION

1   **Definition**   A policy…
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3   **Authority**
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5   **Scope**   All online and hybrid credit-bearing courses, course sections, and programs.
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7   **I. Definitions**
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9   <u>Online Course</u> - Most or all of the content is delivered online. There are commonly no face-to-face meetings.
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11   <u>Hybrid Course</u> (sometimes referred to as a Blended Course) – Includes both face-to-face and online
12   components. The face-to-face time is reduced through the use of technology.
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14   <u>Technology-Enhanced Course</u> – Uses Web-based technology to facilitate what is essentially a face-to-face
15   course. No scheduled face-to-face class sessions are normally replaced with online activities.
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17   <u>Distance Education Student</u> – Enrolled only in online courses with no on-campus components, or in classes
18   that meet off-campus. This policy does not apply to classes that meet off campus and that do not have online
19   components.
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21   <u>Online Components</u> – Course activities and/or assignments in which participation is required to be completed
22   online (e.g., participation in chat sessions, frequency of web access, postings, etc.)
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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.
27   At the same time, these new technologies are playing an increasingly important role in society. The purpose
28   of this policy is to provide continuity in the quality and climate of the educational environment as we move
29   to incorporate online instruction and other forms of academic technology into the mainstream of instruction
30   at California State University San Marcos. This policy shall apply to all credit-bearing courses, course
31   sections, and programs offered partially or fully online by California State University San Marcos.
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33   **III. Principles for Online Instruction**
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35   **A. Student Support and Information**
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37   1. All programs that are offered solely or partially through online instruction shall provide the
38   opportunity for appropriate, substantial, personal and timely interactions between faculty and
39   students and among students.
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41   2. Faculty and students have a right to know the modes of delivery and technological requirements
42   of each course, program and degree offered by the University. Students shall have access to this
43   information before enrolling in a course or program.
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45   3. Criteria for student success in online and hybrid courses and programs shall be as rigorous and
46   comprehensive as those used in classroom-based courses, and these criteria shall be clearly
47   communicated to students.
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49   4. Students enrolled in online or hybrid course sections are subject to the same academic regulations
50   applicable to students enrolled in any CSUSM course. Academic standards regarding cheating,

51   plagiarism, and appropriate behavior shall be clearly communicated to students in online and
52   hybrid courses and programs. [For example, see Academic Honesty Policy.]
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54   5. Students taking online courses have the same basic privileges as other CSUSM students, but with
55   some enhanced services. There is specific information about services for students enrolled in
56   online courses on the Information and Instructional Technology Services (IITS) Web site
57   (www.csusm.edu/iits). Each student enrolled in an online course section or program shall be
58   informed of available instructional support, student services/advisers, library resources, and
59   support services for students with disabilities.
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61   6. Technical support consistent with that available to all other CSUSM students shall be made
62   available to students in online course sections and programs.
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B. Faculty Support Rights and Responsibilities

66   1. Faculty shall have the same control and ownership of the substantive and intellectual content of
67   their online course-related materials that faculty have with respect to classes offered in classroom
68   format, at the time of production, at any time during their use, and thereafter, in accordance with
69   the provisions of the CSU/CFA Collective Bargaining Agreement.
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71   2. Faculty shall follow the guidelines established by the CSU San Marcos Policy on Fair Use of
72   Copyrighted Works for Education and Research.
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74   3. Faculty teaching a fully online course will use the Student Evaluation of Instruction form for
75   online courses.
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77   4. Because online instruction involves the use of technologies and teaching methods that require
78   specialized training, the University shall offer training and support to faculty. The faculty
79   member engaged in online instruction is responsible for making use of the university-offered
80   resources and training.
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82   5. No faculty member shall be required to teach online or hybrid courses without having an
83   opportunity to receive training in online instruction.
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85   6. The University shall offer appropriate training and support services to faculty to prepare and
86   support them in ensuring that all online materials conform to the requirements of the CSU
87   Accessible Technology Initiative. In accordance with the CSU Accessible Technology Initiative,
88   accessible design will be incorporated into the creation of all new course sections with online
89   components by fall term 2012. Existing online course content will be made accessible as online
90   materials are redesigned or modified or when a student with a disability enrolls in the course.
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92   7. All online and hybrid courses listed in the Class Schedule shall normally be hosted on California
93   State University servers or other servers approved by the Dean of IITS and Chief Information
94   Officer.
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96   8. Any course that uses online instruction shall indicate so in the course syllabus. In addition to
97   information specified in the Syllabus Guidelines, the following information shall be included in
98   course syllabi for online courses:
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100   a. Technical assistance for students;
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102   b. Netiquette;

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104   c. How participation in online activities will be assessed and graded (e.g., participation in chat
105   sessions, frequency of web access, postings, etc.);

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107   d. Deadlines for posting and due dates (dates and times);

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109   e. How students may contact the instructor;

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111   f. Technical competencies expected or required of the students;

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113   g. Who to contact in case of technical problems; and

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115   h. On-campus meeting requirements, if applicable.

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117 **IV. Approval of Online Courses and Programs**

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119   **A. New Online Programs**

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

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127   **B. New Online Courses**

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

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

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

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

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