

## **GLENVILLE STATE COLLEGE POLICIES**

### **ACADEMIC POLICY 32**

#### **WEB-BASED COURSES**

##### **32.1. General**

- 1.1. Scope – This policy addresses a variety of issues related directly to the development and teaching of distance education courses at Glensville State College. It is the intention of the policy to establish a fair and equitable process for developing and sustaining quality online courses.
- 1.2. Authority – W.Va. Code §18B-10-1
- 1.3. Effective Date – June 10, 2020
- 1.4. Revision of Former Policy – Repeals and replaces Glensville State College Policy 32 - Web-Based Courses [2006] [2018].

##### **32.2. Purpose**

- 2.1. The purpose of this policy is to implement a process to increase the number of online courses offered by Glensville State College, to increase student access to post-secondary education opportunities, and increase the quality of online course delivery. The resulting policy goals include:
  - 2.1.1. Increasing scheduling flexibility for students and faculty.
  - 2.1.2. Enhancing classroom space utilization.
  - 2.1.3. Increasing student enrollment opportunity.

##### **32.3. Definitions**

- 3.1. Online Courses - defined as 100% of instruction and interaction occurs via electronic communication and the instructor and students are physically separated. All course activity is completed online. There are no required in-person sessions and no physical classroom meetings.
- 3.2. Hybrid Courses - defined as 50% to 99% of the instruction being provided through online education with the remaining instruction provided through traditional face-to-face instruction. Simply stated, this type of course has some face-to-face sessions and the rest of the course work is done online. For example, if the course would have traditionally met on Tuesday and Thursday, now the course will meet on Tuesday in the classroom and complete work online on Thursday. The Higher Education Policy Commission (HEPC) stipulates that the institution report a breakdown of these numbers. Glensville State College is to notify HEPC what percentage of courses are taught 50% to 74% and 75% to 99% online.

3.3. Web Enhanced Courses – defined as a course where instruction is provided through traditional face-to-face instruction, with less than 50% of the learning activities occurring online. Online course activity complements class sessions without reducing the number of required class meetings as mandated by federal guidelines, see 3.5 for clarification. Students may be required to complete assignments in Blackboard to successfully complete the course.

3.4. Classroom - defined as a course that is taught through traditional face-to-face instruction. The use of Blackboard is supplemental to the classroom but does not require the students to log into it to be successful in the class. Blackboard may be used as a place to post handouts, announcements, and grades. Only items given to students during class time should be posted in Blackboard.

3.5. Semester Credit Hour – At Glenville State College, academic credit provides the basis for measuring the amount of engaged learning time expected of a student enrolled not only in a traditional classroom setting but also laboratories, studios, internships, other experiential learning, and distance education. The institution’s credit hour definition conforms to the definition of a credit hour outlined in the Code of Federal Regulations 34 C.F.R. § 600.2.

3.5.1. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

3.5.1.1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

3.5.1.2. at least an equivalent amount of work as required in section 3.5.1 of this definition for other activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

3.6 Course packages provided by the publisher do not constitute an online course. Course packages must be fully integrated into our Learning Management System. The content of the course and the history of the course must reside with Glenville State College so that accurate historical records can be maintained.

## **32.4. Rationale**

4.1. Increasing the number of online courses offered by Glenville State College provides additional educational opportunities to students and has the potential to increase student Full Time Equivalent as well as respond to an ever-increasing competitive market.

## **32.5. Process**

5.1. The following will provide financial resources and strategies for developing and maintaining online courses.

### 5.1.1. Course fee structure

5.1.1.1. A student user fee may be assigned for online courses to supplement the additional costs associated with application and software license fees, professional and course development, assessment costs, and various additional student support services.

### 5.1.2. Online Course Development

5.1.2.1. Any instructor (faculty member or adjunct) can develop an online course, pending approval (see 5.3).

5.1.2.2. Online courses are considered part of regular faculty teaching load.

5.1.2.3. If the faculty member qualifies for an overload per 5.1.2.2., he/she will also receive overload pay for the course.

5.2. Online course requirements include, but are not limited to:

5.2.1. Appropriate frequency of faculty interaction with individual students.

5.2.2. Appropriate frequency of faculty interaction with the class as a whole.

5.2.3. Appropriate frequency of student to student interaction.

5.2.4. An appropriate strategy of authentication designed to protect against academic dishonesty.

5.2.5. A system to ensure appropriate access to support services and resources.

5.2.6. Student workloads are consistent with semester credit hours.

5.2.7. Instructors who teach online courses must have a comprehensive final or other end-of-course assessment.

5.2.8. Instructors who teach online courses must adhere to all applicable federal, state, and local laws, regulations and guidelines. This includes providing reasonable accommodations in regard to affording equal educational opportunities. This is in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

5.2.9. Online courses at Glenville State College shall meet standards set by the North Central Higher Learning Commission.

5.2.10. Online courses at Glenville State College will use a standardized template that supports research based best practice.

5.2.11. It is strongly encouraged that instructors who teach online have successfully completed an instructional design best practice course.

5.3. The review/approval process for all new online and hybrid courses will proceed in the following order and may not proceed to the next level unless approved at the prior level.

5.3.1. Online and hybrid course concept must be approved by the Provost or his/her designee before course development.

5.3.2. Once concept approval has been received and the course is predominantly complete, course materials and the final request for approval are submitted to the:

5.3.2.1. Provost/Vice President for Academic Affairs.

5.4. Web based courses must be reported to the Registrar's Office as well as the Academic Affairs Office when being placed on a schedule.