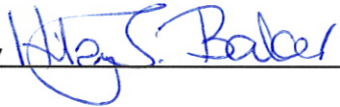


COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION

DATE: 3/1/11
TO: Steven Stepanek, Faculty President
FROM: Academic Technology Committee (ATC)
BY: Hilary J. Baker, Executive Secretary - ATC

Signature of the Executive Secretary



Name of proposed policy:

At its meeting on 2/4/11, the Academic Technology Committee adopted a policy recommendation by passing the following motion: Online and Hybrid Courses. This policy was further revised per Senate Executive Committee recommendations on 2/24/11.

MSP:

Current policy or catalog copy:

There is no current catalog copy

Online and Hybrid Course Policy

The Academic Technology Committee recommends to the CSUN Faculty Senate that a policy be approved to define and identify online and hybrid courses. In recognition of the rapid pace of technological development and the increased interest across the CSU and state as it relates to online learning, the Academic Technology Committee shall review these definitions at three-year intervals for as long as the Senate Executive Committee deems that such reviews are needed. Descriptions of online and hybrid courses should be inserted in the university catalog as part of the course numbering systems and types of courses (pg. 72, 2010). Courses listed in the Schedule of Classes should carry appropriate tagging to identify the presentation format being utilized. Details of online and/or CSUN campus meetings should be available in the course notes for a class and in the syllabus.

Definitions:

1. A Fully Online Class (FO) is an online course offering in which **all** class sessions and exams are presented in an online environment. If a course meets at a specified time online, the course should list the day of the week and time in the Schedule of Classes. FO courses have no on campus meetings.
2. A Campus Online Class (CO) is an online course offering in which **most** class sessions are presented in an online environment. Any face-to-face meetings are usually for activities such as orientation, special in-class presentations, exams, or other in-class proofs of competency.
3. A Hybrid Class (HY) is a course offering in which students attend class sessions on campus and in an online environment. The class typically meets **approximately** half online and half on campus.
4. A Traditional Class is a course offering in which **all or most** of the class sessions take place on the CSUN campus. Most CSUN courses make use of some web-based tools to supplement or enhance a course, so even a traditional class may include online components and activities (e.g., view a syllabus, take quizzes/exams, participate in discussions).

Rationale:

Technology is changing quickly and influencing the development of new models of teaching and learning. With the increased use of technology in credit-bearing courses, course sections, and degree programs, many colleges and departments across the campus have been providing classes in a hybrid and online format. Currently, an OL (Online) designation is being used to identify courses that are considered to be online, but this designation does not capture the many formats that are being provided. This has been problematic for students as many of them have been uninformed about the format of a class and often are not aware of the technology requirements of a class till the first session.

To help students understand the planned delivery mode of technology-based courses when registering for classes, the Online and Hybrid Course Policy provides definitions for online and hybrid courses, as well as some suggested procedures for colleges and departments. In an annual Academic Technology IT survey given to students (February 2010), students were asked five questions about what they wanted to know when registering for online/hybrid courses. Out of 1975 students surveyed, 83% of the students felt it would be helpful to know if the class meets online with no face-to-face meetings; 80% of the students felt it would be helpful to know the percentage/number of times that the class will meet online; 84% of the students felt it would be helpful to know if the online/hybrid course will take place during a specific time when the professor and students are all online at the same time; and 86% of the students felt it would be helpful to know what online applications/programs or hardware will be required for the class.

Appendix to the Online and Hybrid Course Policy:

Suggested Procedures for Departments when Setting up an Online and Hybrid Course

1. After a class has been advertised in the online Schedule of Classes as using a particular mode of instruction, the Department will undertake all reasonable efforts to offer that class in that mode.
2. Departments may make adjustments to the advertised mode of instruction to accommodate the late assignment of instructional faculty, changes in the availability of facilities and resources, or other necessities that arise after a schedule has been published. However, departments should make every attempt to notify students in a timely manner of any instructional changes to the planned mode of delivery, especially after students have begun enrolling in the course.
3. Faculty should include information about the delivery mode of their online or hybrid class in their syllabi, and should make sure that information published in the online Schedule of Classes is accurate.
4. Online courses that have just a few on campus meetings should schedule a room only for the dates of the on campus meetings rather than for an entire semester; Preferably during non-prime instructional time.
5. Departments are encouraged to use the online SOC class notes to describe whether the online sessions meet at a specified time or day online or whether they do not meet at a specified time or day online.
6. Departments are also encouraged to review/revise their instructor course evaluations to include criteria for students to give feedback about online activities (e.g. The instructor clearly defined online requirements; The instructor supported students within the online environment).
7. In setting up an online/hybrid course in the SOC, Departments should include the delivery mode that describes the course and the definition of the delivery mode in the class notes.

Departments and faculty are encouraged to include the following information in their syllabus and other appropriate locations regarding online or hybrid classes:

1. Students taking this class must own (or acquire) the following hardware/software. Example: This class requires [...microphone, video,]
2. Students taking this class will be required to use the following software tools (widely available at no cost). Example: This class uses the following free software tools [...Moodle, Second Life, ALEKS....]
3. Instructor and/or course website. Example: Information about this class can be found at [...http://....]