

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-4410.0

FOR POLICY NUMBER: BP – 4410

ONLINE COURSE DEVELOPMENT AND INSTRUCTION PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for on-line courses.

2. DEFINITIONS

2.1 Online Distance Education

Online Distance Education course content delivered via web-based methods using a learning management system. Student-teacher interaction is primarily through e-mail, threaded discussions, quizzes, assignments and collaboration. Online distance education is primarily asynchronous.

2.2 Hybrid Course

Hybrid courses provide approximately one half of the course content through the use of the college adopted online learning management system. Hybrid courses teach all course objectives, are taught with the same level of rigor, and require the same amount of time to complete course requirements as a traditionally taught class, while reducing the time required to attend class on campus.

2.3 Web Enhanced Course

A traditional classroom-based course with regularly scheduled meeting times that uses the college adopted online learning management system to enhance instruction with online activities including but not limited to online lecture dissemination, discussions, group work and assessment of student learning activities.

2.4 Course Development Training (online, hybrid & web-enhanced courses)

Formal training provided by the college to prepare faculty to develop and teach a course in the online instructional environment.

2.5 Online Course Design Standards

A set of design standards for online and hybrid courses that have been adopted by the college to ensure consistent quality and a coherent framework for students.

2.6 Online Course Development Application

The online course development application form used to identify and approve a course to be developed for online instruction.

2.7 Hybrid Course Development Application

The hybrid course development application form used to identify and approve a course to be developed for hybrid instruction.

2.8 Traditional Classroom-Based Course

A course that is scheduled to meet face-to-face at designated times and days during a college semester or term.

3. PROCEDURE

3.1 Faculty Training

3.1.1 Faculty are required to participate in formal course development training prior to developing or teaching an online, hybrid or web-enhanced course, or they must demonstrate development and teaching competencies in the college adopted online learning management system as certified by the college instructional designer. All new full-time faculty hired by the college will be required to complete the course development training within two years of their hire date or demonstrate competency.

3.1.2 The College will provide formal training to all instructors teaching via the current learning management system. Formal training will consist of a minimum of a one credit hour course, covering the current online learning management system and college approved online course design standards. Training opportunities will provide instructors with competencies necessary to maximize the instructional value of online technologies, instill knowledge of best practices in online education pedagogy, and assist instructors in developing appropriate assessment strategies for measuring student learning in online-based courses.

3.1.3 In the event the college adopts a different learning management system, a migration plan will be developed by the Online Technology Support Department and endorsed by college administration. Faculty training will be required prior to teaching with the new learning management system. If the college moves to a significantly upgraded version of the current learning management system, opportunities for learning the upgraded version will be made available.

3.2 Online Course Development

3.2.1 Online courses are developed only after a completed Online Course Development Application has been signed by the Vice President of Educational Services. The assigned faculty member is to complete course development training prior to beginning the development of an online course. Faculty will

develop content including activities, student learning assessments, and participate actively with the instructional designer and instructional support technologist in the development of each course. All online courses will be updated each time the course is taught and developed based on the adopted online course design standards. Online courses will be reviewed for standards compliance by the college instructional designer and/or administration.

3.3 Reassignment of an Existing Online Course

3.3.1 Faculty may be assigned to teach a college owned online course that has been developed by another faculty member. The assigned faculty member must have completed the course development training or demonstrate development and teaching competencies in the college adopted online learning management system as certified by the college instructional designer prior to teaching an existing online course. It is expected that the course content will be revised and personalized to meet the newly assigned teacher's delivery style and teaching/learning methods.

3.4 Hybrid Course Development

3.4.1 Hybrid courses are developed only after a completed Hybrid Course Development Application has been signed by the Vice President of Educational Services. The assigned faculty member is to complete the course development training or demonstrate development and teaching competencies in the college adopted online learning management system as certified by the college instructional designer prior to beginning the development of the hybrid course. The online portion of all hybrid courses will be developed based on the college online course design standards in conjunction with the college instructional design and technology support offices. Hybrid courses will be reviewed for standards compliance and updated each term the course is taught.

3.5 Administration

3.5.1 Faculty may be assigned to teach an online class as part of the instructor's regular full-time load. The faculty member will complete the online course development training prior to teaching an online course.

3.5.2 Evaluation of instruction in online courses will be done once every two years as part of the faculty member's rotation of courses for evaluation as identified by the academic dean. Evaluations will be conducted to improve online instruction using the existing Student Evaluation of Instruction adapted to represent the online course format. In an effort to improve the college distance education program, all online students in a class may be asked to participate in activities designed to evaluate the college's distance education program in addition to the instruction of the course.

3.5.3 As a general practice, the maximum enrollment in an online course will be 22. The exception to this policy will be for those courses in which the maximum

class size delivered in a traditional face-to-face format has been set below 22 students. Hybrid and web-enhanced courses will be regulated by traditional classroom enrollment limits. The appropriate Dean in consultation with the instructor shall have the right to determine exceptions to the number of students enrolled.

- 3.5.4 Instructors of online and hybrid classes are expected to adhere to the college guidelines of course consistency. The Online Technology Support department shall provide technical assistance as needed.
- 3.5.5 Ownership of approved online courses will be determined according to BP-3030, Ownership of Intellectual Property and Patent Policy and related college procedures.

4. APPLICABILITY

N/A

ISSUE DATE: 05/01/2014

EFFECTIVE DATE: 05/01/2014

REVISION DATE(S): 10/15/2009 (item #10533); 05/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 6040.a

SCHEDULE FOR REVIEW: 2018

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/ REFERENCE: AP-3030.0; AP-4410.1; AP-4410.2

PROCEDURE KEY WORDS: online course; distance education; hybrid course