CBE Policy on Online and Hybrid Instruction

CBE adheres to and incorporates in total the University's Policies on On-line (and Hybrid) Instruction (06-07BEC5). The following standards are intended to clarify and expand upon the University policies in order to provide practical guidance to CBE faculty and administrators.

I. Definitions:
   A. An online class means any mode of electronically mediated instruction where either (a) some (or all) of the students in the course are not, and are not expected to be, in the same physical location as the instructor during the regularly scheduled class time, and/or (b) the students in the class are, except for exam purposes, free to choose the actual times during which they do class work.
   B. Hybrid classes are those in which one or more, but not all, class sessions do not require physical class meetings.

II. Conditions
   A. All online and hybrid instruction must adhere to all University and CBE policies, including 06-07BEC5, the University’s policy on Online (and Hybrid) Instruction.
   B. All online and hybrid classes must be approved by the appropriate curriculum committees.
   C. The appropriate Department Chair shall decide which instructors shall be permitted to offer a class in the online or hybrid format.
   D. The appropriate Department Chair may put conditions on the mode of electronically mediated instruction used in any online or hybrid class. For example, the Chair could require that the class meet face-to-face for the final exam.
   E. The appropriate Department Chair may set preconditions when allowing an instructor to teach an online or hybrid course. For example, the Chair could require an instructor who is teaching online for the first time to have the course evaluated by students and/or peers.
III. Requirements for Approval of Online/Hybrid Course Offering

A. The appropriate Department Chair shall, while a course is being offered, have access to all online material associated with that class. The Chair shall notify an instructor before such access is exercised.

B. The content of each online and hybrid class -- including content delivered by chat rooms, student collaborations, discussion boards and lectures -- must be comparable to the content that would be offered in regular sections of that class. For example, there must be regular opportunities for students in each online and hybrid class to engage in whole-class discussions. One-on-one communication between an instructor and a student (e.g. by email and phone calls) does not substitute for the give-and-take of classroom discussions. It is incumbent on the faculty teaching the online or hybrid course to demonstrate that the students will receive an instructional experience comparable to and as effective as a regular live class.

C. A syllabus, revised specifically for an online or hybrid class and showing how the proposed course meets CBE and University requirements for online and hybrid instruction, must be presented as part of the course approval process.

D. Faculty teaching in online and hybrid formats must adhere to CBE and University policies for holding regular office hours on campus.

E. The testing environment in every online and hybrid class must be constructed to conform to University policies on academic dishonesty.

F. Instructors have the option of choosing between one of the following two alternatives for the first class:
   a. Hold class on the first day OR
   b. Confirm that each individual student registered in Blackboard is enrolled in class and should not be dropped.

G. Exam dates and times must be published at the time of registration and are constrained by second-priority scheduling.

H. Faculty without prior experience in teaching online, if they wish to offer online and hybrid classes, must first take either the training in online instruction that the University provides or take alternative training in online instruction of which the University approves.

I. Courses taught in the online or hybrid format must use official University vehicles for student evaluations. If evaluations are conducted face-to-face with students, they must be administered in a class in which attendance is required by all students.

J. Enrollment in online and hybrid classes is subject to the same rules and processes as other courses.

K. Online and hybrid classes, like all other classes, will be expected to be in compliance with the University’s Accessible Technology Initiative (ATI).
CBE Checklist for Approval on Online/Hybrid Courses

The onus is on the chair/instructor to demonstrate that the online/hybrid experience is comparable to the classroom-based experience and that the course meets the criteria stated in relevant CBE and University policies.

The course:

☐ Conforms to CBE and University rules for faculty office hours.
☐ Meets all course objectives covered in classroom-based sections of the same course.
☐ Contains content comparable to that in classroom-based sections of the same course.
☐ Engages all students in whole-class discussions.
☐ Provides testing environments that conform to University policies on academic dishonesty.
☐ Either meets on the first day of class OR has the instructor check for verification of enrollment.

In addition to the traditional syllabus, the course syllabus contains information on:

☐ How participation in online activities will be assessed and graded.
☐ Whether and how the instructor will track student online activities.
☐ Weekly deadlines for posting and due dates.
☐ How students may contact the instructor.
☐ Technical competencies expected or required of the students.
☐ Minimum computer hardware and software specifications, and course website assess requirements.
☐ Who to contact in case of technical problems.
☐ On-campus meeting requirements, if applicable.

This checklist is for use by CBE curriculum committees to facilitate their deliberations about online/hybrid course requests. It reflects CBE and University policies adopted as of 4/27/07.