TO: The Academic Senate
FROM: Committee on Instruction and Curriculum
SUBJECT: Proposed Changes to the Policy on Online and Hybrid Instruction
PURPOSE: For Action by the Senate

ACTION REQUESTED: That the Senate approve the change in language below to its Policy on Online and Hybrid Instruction

BACKGROUND INFORMATION: The Senate approved a new policy on Online and Hybrid Instruction in December 2006 developed by an ad hoc committee of the Senate. One part of the policy states that beginning with the Fall Quarter 2008, CIC is responsible for approving new and existing online degrees and then passing them along to the Senate. Section IV. “Approval of Online Instruction Courses and Programs” states that degree programs seeking online approval need to be reviewed in accordance with Chapters 3, 4, and 5 of the Curricular Procedures Manual. These Chapters refer to the approval of new degrees, certificates, options, minors, and subject matter preparation programs.

CIC felt this review process was problematic for the following reasons: the new degree, certificate, option, minor, and subject matter preparation program proposals do not ask any questions related to online instruction, filling out a new degree proposal for an existing program seemed irrelevant, and it would require extra work for a department since they are already required to complete a WASC Substantive Change Proposal.

The policy change below requires an existing degree, certificate, or subject matter preparation program to submit the WASC Substantive Change Proposal instead of the new degree proposal in the Curriculum Manual. New degree, certificate, or subject matter preparation programs would have to submit the regular new proposal in the Curricular Procedures Manual in addition to the WASC proposal. The WASC proposal asks specific questions pertaining to offering a degree in an online format including. Thus, it will provide CIC with better information. In addition, for existing programs, it will save faculty work by requiring only one proposal instead of two.

CIC is proposing to drop the requirement to review online options and minors at the university level since an option may consist of as little as 12 units and a minor as little as 24 units. The university does not grant options or minors independent of a degree. All courses for an online option or minor would continue to be reviewed at the College level as required by the current policy.

CIC discussed this policy change at its meetings of January 5 and February 2, 2009, approving it unanimously (8 to 0) on February 2.
Proposed Changes to the
Policy on Online and Hybrid Instruction

IV. Approval of Online Instruction Courses and Programs

A. New Online Programs
New online degree programs in which half or more of the units required for the degree will be offered online shall be reviewed in accordance with procedures outlined in Chapters 3, 4 and 5 of the Curricular Procedures Manual and the provisions of this document. In addition, the degree program should prepare the WASC Substantive Change Proposal for Degree Modality. The Office of Academic Programs and Graduate Studies will provide this proposal to the department. New online degree programs shall be required to meet California State University (CSU) and Western Association of Schools and Colleges (WASC) requirements. [See http://www.wascweb.org] The new degree proposal and the WASC Substantive Change Proposal shall be submitted through the regular process for new degrees (College Curricular Committee, CIC, Senate).

B. Converting Existing Majors, Certificates, and Subject Matter Preparation Programs
Program modifications (including majors, certificates and subject matter preparation programs) in which half or more of the units required for the major, certificate or subject matter preparation program will be offered online should prepare the WASC Substantive Change Proposal for Degree Modality. The Office of Academic Programs and Graduate Studies will provide this proposal to the department. The WASC proposal shall be submitted through the regular process for new degrees (College Curricular Committee, CIC, Senate).

C. New Online Courses
1. New online courses proposed for degree credit shall be reviewed in accordance with procedures outlined in Chapter 2 of the Curricular Procedures Manual and the provisions of this document. Programs submitting such proposals shall indicate how these courses adhere to the principles of this policy.
2. New online courses proposed for general education credit shall be reviewed and approved, in accordance with the policies and procedures outlined in Chapter 6 of the Curricular Procedures Manual, by the General Education Subcommittee of the Committee on Instruction and Curriculum (CIC) (the Critical Thinking and Cultural Groups/Women G.E requirements have their own subcommittees which must first approve), CIC itself, the Academic Senate, and the President. Programs submitting such proposals shall indicate how these courses meet the relevant general education criteria for approval and how these courses adhere to the principles of this policy.

D. Converting Existing Courses or Sections to an Online Format
1. When a course has been approved in accordance with the appropriate provisions of the Curricular Procedures Manual and one or more sections of the course are redesigned using an online format, the department proposing to offer the course through online learning shall provide evidence to the college curriculum committee, including a Course Modification Request and a revised course syllabus, that the objectives and content of the course are comparable to the classroom-based course and adhere to the principles of this policy. The college curriculum committee shall review the documentation and forward a recommendation to the dean. Existing courses that were
approved as classroom-based courses shall not be offered as online courses without appropriate curriculum review and approval.

2. When a course has been approved for General Education credit and one or more sections of the course are redesigned by replacing at least one class session/lab with an online component, the department shall submit a new request for general education approval, in accordance with the policy and procedures outlined in Chapter 6 of the Curricular Procedures Manual, by the General Education Subcommittee of the Committee on Instruction and Curriculum (CIC) (the Critical Thinking, and Cultural Groups/Women G.E requirements have their own subcommittees which must first approve), and then to CIC for approval, as equivalent to the college curriculum committee approval for non-GE courses.

E. Compliance of Existing Courses and Sections

Extant courses or sections that fit the definition of an online course as delineated in Section II shall not be offered after Fall Quarter 2008 if they do not comply with this policy and have not received the appropriate approvals required by this policy, including approval for General Education credit where applicable. Each college curriculum committee shall be responsible for ensuring compliance.

(Revised 2/6/09)