

Title: Online Course Policy

Initial Action: 5/31/12
Board Agenda: 12-017, 20-071
Last Revised
 o Policy: 09/2020
 o Procedure: 05/2024
Last Reviewed: 05/2024
Effective: 12/3/2020
Next Review: 05/2027
Responsibility: Academic Programs

Policy:

The integration of remote learning technologies will be standardized by creating, facilitating, and evaluating online courses; establishing skills instructors need to teach online courses; and maintaining the minimum Learning Management System (LMS) course content available to students enrolled in any course, including online courses.

Procedure:

The Instructional Technology Committee and the Academic Affairs Committee will review and provide feedback on this procedure, and then forward the policy to Academic Senate for approval.

Online Course Definition

A course is an online course as it is defined in the college's official course catalog. Online courses will also be designated as such in the course schedule. Each course, regardless of modality, follows its approved master syllabus including the respective learning outcomes.

Online Course Development

Faculty should refer to the Online Education Plan and follow the latest edition of the Quality Matters ("QM") Rubric Standards checklist when developing an online course, as the QM Rubric is the College's standard for online course assessment. This QM Rubric can be found on My.Cecil → Academics tab → Documents for Faculty, or in the fully detailed QM Workbook on reserve in the Library.

Online Course Approval

Online courses follow the same standard course proposal procedure as courses of other formats, and if a new course, requires approval of the Academic Affairs Committee and CAO or designee.

Online Course Standards

Online courses follow the same standard configuration in the Learning Management System as set forth in the Learning Management System Policy.

In addition, the online course LMS configuration should include the components required to satisfy the QM Rubric Standards.

Online courses must comply with all standards contained in the latest version of ADA Compliance and Online Hybrid Courses.

Online Course Review and Assessment

Faculty teaching online will be evaluated according to the appropriate faculty performance evaluation policy (Full Time or Adjunct). Online courses are expected to follow best practices as established by the QM Rubric Standards.

Online courses will be reviewed during faculty evaluations and observations against the QM Rubric Standards by the Teaching, Learning and Technology Department. Feedback and recommendations from this review will be provided to the faculty member and Dean. Faculty can also request a review of an online course from the Teaching, Learning and Technology Department at any time.

Courses seeking QM certification will follow the QM rubric and processes, and once attained, be up for review every five years.

Faculty Competencies and Evaluation

Faculty wishing to teach an online class will need technical and teaching skills not necessarily required in traditional courses. The Dean or CAO will consider a faculty member ready to teach an online class if the following criteria have been met. Exceptions to these requirements must be approved by the Chief Academic Officer or designee.

To employ the required components necessary to satisfy the QM Rubric Standards and ADA Compliance, the faculty member will have successfully completed one or more of the following:

- An approved course or program of study in online education
- A demonstration of successful online teaching experience (such as from a previous institution)
- A Quality Matters Certification of a course
- Professional Development in Online Teaching course offered by Cecil College.