

## College of Computing and Software Engineering / Kennesaw State University

# Digital Learning Policy

### Guiding Principles

Offering online/hybrid courses provides flexibility for students and the programs. Additionally, online course development creates an archive of course material that can help share expertise and resources across different sections and different semesters.

The faculty members are the domain experts, CCSE relies upon faculty to develop the online and hybrid courses. This policy helps to ensure that the courses are available for our students and the courses meet the standards of KSU's online delivery. The policy also provides a framework to clearly guide faculty who wish to develop online courses.

Developing and offering online courses is part of departmental strategic plans. As such, faculty, department chairs and directors should work proactively to determine which courses are to be developed. Consequently, once approved, developed courses must be taught online within the next 12 months.

All courses offered in the college should be held to the same standard regardless of the mode of instruction. Assessment of all courses should be a regular part of the department's assessment plan.

### Implementation

The faculty member developing the course must have experience in teaching online courses or complete the Online Course Facilitation Program <https://dli.kennesaw.edu/services/pd/ocfp.php>. The faculty member preferably should complete the Online Course Design Workshop <https://dli.kennesaw.edu/services/pd/ocd.php> before the development of the first online/hybrid synchronous or asynchronous course.

If the course is new, it must have GPCC or UPCC approval prior to development. Only full-time permanent faculty can develop online and hybrid courses. All online and hybrid courses must meet or exceed the review standards outlined in the CCSE Online/Hybrid Review Rubric before they are scheduled to be offered.

The department chair or director acts as a content expert to ensure the course meets the learning outcomes, accessibility standards, and content expectations of the department/school. The subject matter expert (SME) acts as a content expert to ensure that the course is appropriate for the discipline from the perspective of a "second set of eyes."

The list of certified online and hybrid courses is available at <https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7>

To offer a course as online or hybrid:

1. The content of the course must be approved by the department chair/director and the chair/director appoints a subject matter expert (SME) prior to the course development.

2. The course is to be developed will use a university approved learning management system (LMS) and should be designed to be offered fully online or as a hybrid. All materials and interactions should be embedded in or take place within the university approved LMS. An exception can be granted if the course will use online materials provided by a publisher or a document cannot be stored in the LMS according to the KSU Document Management Policy <https://uits.kennesaw.edu/document-management/>.
3. The course cannot be based on a publisher's e-pack or include any textbook supplemental materials if the course does not require that textbook.
4. The finished course must be reviewed by the department chair/director and the chair/director appointed subject matter expert and must meet or exceed the review standards outlined in the CCSE Online/Hybrid Review Rubric. Both the chair's/director's and the SME's evaluations will be kept for the record.
5. Any course approved for asynchronous online offering can be offered as a hybrid or as an online synchronous. A course approved as hybrid or for synchronous online delivery cannot be offered fully online or in an asynchronous format.
6. The course must be re-reviewed every three years or earlier if more than 10% of the course materials were updated/revised. It is recommended that the departments/schools align the online review cycle with the continuous course improvement review cycle. This will ensure that new course materials will be developed when course description or outcomes are changed.
7. The course will be designed as a "shared course" so that other faculty, full or part-time, may be assigned to teach this course as needed. This is an institution assisted effort as defined by the USG Policy <https://www.usg.edu/policymanual/section6/C352/> and the developed course is the joint property of the developer and KSU.
8. The developer should seek assistance and guidance from the Distance Learning Innovations Instructional Designer assigned to CCSE.
9. Once approved, the developed online or hybrid course must be taught within the next 12 months.
10. All courses, including fully online courses, will be evaluated by students each semester they are offered using KSU approved instruments.

## Deadlines for Course Development

Before October 15th	Departments/school determine expiring online courses and propose new course development.
Before November 1st	Departments/school submit to the college online coordinator the list of the courses: Course number and title, type of development (new development or update), modality (fully online or hybrid), course developer name, SME name, compensation (% service).
Before December 1st	MOU for each course is generated, signed, and registered.
Before March 1st	The development of the course is completed

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Before March 15<sup>th</sup> The chairs, director and SME submit their reviews.

Before April 1<sup>st</sup> The course developer should address all deficiencies found by the reviewers. After the course meets or exceeds the review standards, the college online coordinator submits a request to update the master sheet <https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7> . Only then a new online/hybrid course can be scheduled to be offered.

## Resources

<https://dli.kennesaw.edu/services/>

[https://itlecs.okstate.edu/PDF/itle/Guidelines\\_for\\_Online\\_Course\\_Design\\_and\\_Delivery.pdf](https://itlecs.okstate.edu/PDF/itle/Guidelines_for_Online_Course_Design_and_Delivery.pdf)