Bagwell College of Education
Digital Learning Policy (DLP)

The Bagwell College of Education is a recognized leader among online Educator Preparation institutions. To ensure we continue offering high quality online and hybrid learning experiences, the Bagwell College has developed the following policy applicable to all current and future fully online and hybrid courses. Online and hybrid courses refer to both asynchronous and synchronous course designs. KSU offers the following scheduled modalities:

- **Classroom** – 100% (Traditional Face-to-Face)
- **Online** - 100% Online - These courses do not require any on campus visits or proctored exams.
- **Online** - 95% Online - These courses will have one on-campus requirement, typically an orientation or exam. A proctored exam alternative is made available for students at a geographic distance of 50 miles or more from campus. It is the student’s responsibility to obtain proctor approval from the instructor prior to scheduling a proctored examination.
- **Hybrid** – 33% Online. If a course is offered 3 days a week, like M/W/F, you could use the 33/66% Model. Two of the three days are set aside for face-to-face meeting, while the other is online.
- **Hybrid** – Hybrid is considered 50% online. If a course is offered 2 days a week, like M/W, then class time is offered 50% online and 50% face-to-face.
- **Hybrid** - 66% Online. If a course is offered 3 days a week, like M/W/F, you could use the 66/33% Model. One of the three days is set aside for face-to-face meeting, while the other two are online.

Note – It is current KSU practice that online or hybrid courses cannot require any meeting dates unless they appear in Owl Express at the time registration begins. Optional meeting dates and times do not have to appear in Owl Express.

**All Online/Hybrid Courses**
The Instructional Designer and Department Chair/School Director must be enrolled as an instructor in all online and hybrid “template” course shells (not live sections currently being taught) or course sections considered the “template” version of the course. Any faculty-designers utilizing SoftChalk to deliver course content in their online or hybrid course(s) must share the modules with the Instructional Designer and Department Chair/School Director.

**New Course Development**
Program faculty, Department Chair/School Director, and Dean approvals are required for all new online or hybrid course development. Faculty-designers developing a new online or hybrid course within the college must complete the following forms:

- **BCOE New Online or Hybrid Course Development form**
- **D2L Brightspace Course Shell Request form**

Faculty-designers serve as Subject Matter Experts (SMEs) to develop the content of new online or hybrid courses. Faculty-designers work with the Instructional Designer or the Bagwell College Distance Learning Coordinator to place online or hybrid content into the learning management system (D2L/SoftChalk) using the Quality Matters (QM) Rubric. The Instructional Designer or the Distance Learning Coordinator will review the final version of all new online or hybrid courses to ensure they adhere to web accessibility guidelines, ensure sustained instructor interaction, and other best practices for online learning.

**Process**
All new online or hybrid course development must be approved in advance by the program faculty, Department Chair/School Director, and the Dean. Every effort is given to making online course development part of faculty workload. Any deviation from this policy must be approved by the Dean. The following steps are included in the college process:

- Faculty-designers complete the two forms listed above before any new online or hybrid development begins (BCOE New Online or Hybrid Course Development form and D2L BrightSpace Course Shell Request form).
Faculty-designers must ensure Department Chair/School Director approval. Department Chair/School Director must ensure Dean approval.

At the completion of course development, the Instructional Designer or Distance Learning Coordinator will review the course using the QM Rubric. The Department Chair/School Director is responsible for ensuring the quality of all online and hybrid courses.

Initial Review
All online and hybrid course designs will be collaboratively reviewed by the college Instructional Designer or Distance Learning Coordinator and the faculty-designer using the current Quality Matters (QM) rubric. Each digital course design must meet all 3-point QM standards and earn a minimum score of 85 overall. If the Instructional Designer or Distance Learning Coordinator and the faculty-designer cannot come to a scoring agreement, the Instructional Designer or college Distance Learning Coordinator (whoever did not originally review the course) will also review the course design and serve to mediate disagreement. Once a course meets the college quality requirements, the Instructional Designer will contact the Office of Curriculum, Instruction, and Assessment (CIA) and submit the necessary documentation to update the institutional database of compliant courses.

Course Re-review
Annually, the college Instructional Designer and Distance Learning Coordinator will generate a re-review course timeline. Courses must be re-reviewed using the Quality Matters (QM) rubric and process stated above every three to five years. This timeframe allows for flexibility based on curricular context (e.g., timelines for changes in professional standards, Georgia PSC requirements, etc.) and/or departmental needs (e.g., the number of courses that need to be reviewed, etc.). If flexibility beyond the 3- to 5-year cycle is requested by the faculty-designer and/or Chair/School Director, it should be discussed with the Dean for approval. The Instructional Designer will notify faculty-designers and Department Chairs/School Directors of upcoming course re-review requirements six months in advance. If a course design is not re-reviewed within the minimum of three to five years cycle (and no extension was approved), or does not pass a review, it may not be used for online or hybrid course delivery.

Deadlines:
Courses must be reviewed and approved prior to being placed on the schedule. To ensure adequate time for course reviews and revisions, online and hybrid courses should be submitted for review according to the following schedule:

<table>
<thead>
<tr>
<th>Course To Be Offered:</th>
<th>Deadline for Submission:</th>
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<tbody>
<tr>
<td>Summer or Fall</td>
<td>March 1</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1</td>
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</tbody>
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Course Maintenance & Facilitation
While multiple course shells for one course may be available, courses scheduled online or hybrid must be taught using an approved course shell. The faculty-designer or other faculty appointee should ensure continuous updates are made to the “template” course shell. Instructors teaching the course should copy from the “template” course shell each semester to ensure use of the most current version of the approved course. Instructors may moderately adjust or update a copied instance of an approved “template” course shell as fitting for the semester context and student body (i.e., due dates, minor assignments, textbooks, readings, etc.) Instructors who adjust or update course designs are responsible for maintaining accessibility and sustained instructor interaction. It is a current KSU practice that if an online or hybrid course (asynchronous or synchronous) will include required meeting dates and times, these dates and times must appear in Owl Express at the time registration begins. Optional meeting dates and times do not have to appear in Owl Express. During all synchronous online sessions, live captioning should be turned on if available and/or made available to students in the recording.

Additional Recommendations
While not required, new college faculty are strongly encouraged to complete Bagwell College or Distance Learning Innovations at KSU training on digital course design and/or facilitation within their first academic year at KSU if he/she/they has not taken similar training at another institution.

Policy Approval Process:
SAD-T, ID, DLC – draft the policy
CFC – input – on Sept 20, 2021 agenda and Oct 18, 2021 agenda – sent draft in advance of Sept 20 meeting
Faculty Survey for input – October 2021
Submitted to DLAC for approval – November 2021; Approved by DLAC on November 30, 2021