Digital Learning Policy

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

Overview
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 content experts and the college 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.

Standards
All courses offered in the college should be held to the same standard of rigor, engagement, and student experience regardless of the mode of instruction. Assessment of all courses should be a regular part of the department’s assessment plan. Student Learning Outcomes (SLOs), Course Learning Outcomes (CLOs), etc. should be identical across modalities. Course learning evidence for accreditation should be made available from all modalities and archived each semester when part of an accreditation plan.

Developing and offering of online courses/programs is part of the college’s strategic plan. As such, faculty, department chairs, curriculum committees, and program coordinators should work proactively to determine which courses are to be developed. Consequently, once approved, developed courses must be taught online at least once every 12 months. Likewise, department chairs are to develop and produce a course offering sequence forecast showing at least three academic years of all course offerings, regardless of modality.

Implementation
The faculty member developing the course(s) must complete the Online Course Design (OCD) workshop https://dli.kennesaw.edu/services/pd/ocd.php before the development of the first online/hybrid synchronous or asynchronous course is proposed. The faculty member of record must also complete the Online Course Facilitation Program (OCFP) https://dli.kennesaw.edu/services/pd/ocfp.php within two years of completing the OCD.
New courses must have GPCC or UPCC prior approval before moving into development. Only full-time permanent faculty can develop online and hybrid courses. Faculty are to conduct a self-review of the course design meeting one of the following goals: achieving 50% of total point value OR meeting all the Essential (3 points) standards from each of the eight (8) QM Standards, prior to an ID review. The QM rubric can be found at https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf

The developer should seek assistance and guidance from the Distance Learning Innovations Instructional Designer assigned to CACM. https://dli.kennesaw.edu/aboutus/team_members.php

The department chair and/or program coordinator acts as a content expert to ensure the course meets the learning outcomes, accessibility standards, and content expectations of the department. The subject matter expert (faculty of record) acts as a content expert to ensure that the course is appropriate for the discipline.

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 prior to the course development.
2. The course 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 and the chair appointed subject matter expert and must meet or exceed QM standards.
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 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. Any faculty, full or part-time, teaching an online/hybrid course developed by someone else must have taken the OCFP workshop prior to the start of the semester in which the course is being taught.
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**

**Fall Course Offering**
- Before October 15th: Departments determine expiring online courses and propose new course development.
- Before November 1st: Faculty to discuss with the chair the desire to develop an MOU for a new course or course revision. Approval is needed before proceeding.
- Before December 1st: MOU for each course is generated and signed.
- Before March 1st: The development of the course is completed
- Before March 15th: The chair, SME, and Instructional Designer submit their reviews.
- Before April 1st: The course developer should address all deficiencies found by the reviewers. After the course meets or exceeds the review standards, the chair submits a request to update the master sheet [https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7](https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7). Only then a new online/hybrid course can be scheduled to be offered.

**Spring/Summer Course Offering**
- Before March 15th: Departments determine expiring online courses and propose new course development.
- Before April 1st: Faculty to discuss with the chair the desire to develop an MOU for a new course or course revision. Approval is needed before proceeding.
- Before May 1st: MOU for each course is generated and signed.
- Before August 1st: The development of the course is completed
- Before August 15th: The chair, SME, and Instructional Designer submit their reviews.
- Before September 1st: The course developer should address all deficiencies found by the reviewers. After the course meets or exceeds the review standards, the chair submits a request to update the master sheet [https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7](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
Online Course Proposal (MOU)

Department Chair: ___________________________  DocuSign Signature and Date

Program Coordinator: ___________________________  DocuSign Signature and Date

Subject Matter Expert: ___________________________  DocuSign Signature and Date

Faculty of Record: ___________________________  DocuSign Signature and Date

NOTE: Final signed MOU is to be kept on-file by the department chair.

Training Completed:

☐ Online Course Development (OCD)  Course Number: __________

☐ Online Course Facilitation Program (OCFP)  Existing Course: ☐ Yes ☐ No

☐ Other  Synchronous or Hybrid ☐

Experience with Quality Matters (QM) Rubric: ☐ Yes ☐ No  Asynchronous ☐

Semester when course is to be first offered online: ___________________________

Course Development Compensation: $ __________  % __________  Other  __________

Course Overview

Describe the course format, content, and assessment: