

SEBS Online and Hybrid Course Policy

Over the past several years there has been an increase in the number of proposed new courses to be offered in online or hybrid format, as well as proposals to adapt existing courses to those formats. Indeed, programs have been encouraged to expand the offering of online courses as the university strives to expand its educational opportunities to wider audiences. All new courses regardless of format come to the Curriculum and Educational Policy (CEP) Committee and then the SEBS Academic Forum for review, but there has been no requirement for the CEP to consider the adaptation of existing courses to online and hybrid format.

There have been concerns (here and nationwide) about the quality of online/hybrid courses, especially those that are fully online. Given our other experiences with new modes of delivery - for example, the extremely condensed time format of Winter session courses - the CEP Committee has discussed what would best ensure the quality of all online and hybrid courses for our students. The CEP Committee passed unanimously the recommendations below (at its meeting on November 19, 2014) and presented them for a vote of the faculty at the Academic Forum on December 3, 2014 where they were approved.

The following requirements will apply to SEBS undergraduate courses offered for credit in a fully online or hybrid format. Fully online refers to those courses with a severely limited number of possible in-person meetings, including exams; hybrid refers to those courses with a significant portion of meetings online, roughly ⅓ to ½.

Completely new online or hybrid courses will come to the CEP Committee and then to the Academic Forum for approval, as is the case for all new courses. The information required in the proposal of such courses, in addition to the usual requirements as for traditional-format courses, will include the items listed below.

Adaptation of traditional SEBS courses to online or hybrid format will come to the CEP Committee for approval, but will not require a vote of the Academic Forum.

Existing online and hybrid courses will not require re-approval by the CEP.

Online and hybrid format courses may be required to provide ongoing reporting with respect to the criteria listed below as a condition for continuance of core curriculum certification.

Online/hybrid issues to be addressed in course proposals and evaluations.

A. Description of pedagogical and practical reasons for an online/hybrid version of the course and its appropriateness, comparison with the traditional format of this or similar courses, and identification of which elements substitute for what, spelled out.

B. The information required in the proposal of such courses will include syllabus, the url of the web site, and urls of planned online resources to be used.

C. Limits on class size, and expectations of demands on course instructors, clearly spelled out and justified.

D. Qualifications of the student target audience and prerequisites clearly spelled out and justified.

E. Qualifications of the instructor(s) for online instruction clearly spelled out.

F. Numbers of hours and timing of required student online involvement clearly spelled out, as well as all other expectations of what students must do and when.

G. Rubric for evaluation of student online participation spelled out.

H. Measures for ensuring academic integrity, and specifically identity integrity, for the course. (For examples, testing issues need to be addressed in courses that involve exams.)