

**Distance Education Policy**  
**Department of Communications, Media Arts and Theatre**

**CMAT POLICY**

The policy below outlines the Department of Communications, Media Arts and Theatre's distance education policy. General definitions and other information can be found in the *Contract* "Appendix G: Distance Education."

- A. Currently approved Department courses to be offered as face-to-face classroom, hybrid, or online.
  - a. CMAT 1140: Business Based Communication, CMAT 2150: Mass Communications, 2460: Introduction to Public Relations, CMAT 2500: Media and Social Justice, CMAT 3690: Mass Communication Research, CMAT 4316: Media Adaptation, and CMAT 4362: Issues in Broadcasting
- B. The maximum number of distance education courses offered by Chicago State University (CSU) and/or transferred to CSU that a student may apply towards a degree.
  - a. Undergraduate students may apply no more than one-fourth of the 120 total credit hours (30 credit hours/ten three-credit hours courses) towards a baccalaureate degree. This includes all distance education courses offered by CSU and/or transferred to CSU.
- C. The number of distance education courses a faculty member may teach per term.
  - a. Faculty members assigned to distance learning courses may teach no more than six distance education courses per year.
- D. Criteria for approval process of new online/hybrid courses and curriculum. It is strongly suggested that faculty members have completed the CSU Online Certification Training before proposing online/hybrid course additions and/or changes. If convenient training sessions are not available prior to offering the course, the CMAT faculty may teach the class under the mentorship of another trained CMAT faculty member.
  - a. The faculty member will submit a formal new course addition proposal or, in case of an existing course, a course change proposal to the department curriculum committee. It must be identified as to whether the course will be offered as a hybrid or an online course. If both, separate applications must be submitted.
  - b. Approval for the course addition or change will move forward as per any curriculum action with the addition that it will be reviewed by the Distance Education Committee.
- E. Method for evaluating hybrid and online courses.
  - a. All distance education courses and instructors will be evaluated by students. Evaluation will occur via the current means required by CSU.
  - b. The instructor will make course material available for peer and chairperson evaluations as per the CMAT DAC.

- c. The instructor will follow evaluation requirements as laid down by CTRE.
- F. Process for selecting faculty to teach hybrid or online courses.
  - a. The faculty member is encouraged to have successfully completed the CSU Online Certification Training (OCT) facilitated by CTRE.
  - b. The faculty member will submit a formal letter of interest to the Chairperson to teach the formally approved hybrid or online course.
  - c. Course assignment will be based on program need, course load, and then seniority.
- G. Considerations of online instruction for retention, promotion, PAI, and tenure award processes.
  - a. Faculty assigned to distance education courses shall retain the responsibility and authority for the academic administration and oversight of the distance education course. The assigned faculty member shall have full control of the content of the course, unless the course is governed by learning objectives and/or assessments required by the program and/or General Education.
  - b. Faculty assigned to distance education courses shall have the same profile (expertise, experience, rank) as the faculty assigned to traditional campus courses.
  - c. Faculty assigned to distance education courses shall receive equivalent recognition of teaching and scholarly undertakings related to distance education programs corresponding with their efforts in traditional, on-campus course facilitation activities.
- H. Process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required course materials.
  - a. CTRE is expected to provide improvement opportunities for faculty to increase their knowledge of distance education methodologies, online instructional design, use of innovative technology to facilitate online instruction, student assessment and evaluation in online instruction, understanding of best practices in online instruction and improving faculty instructional skills.
  - b. CTRE is expected to provide timely assistance and support to faculty members teaching online courses.
  - c. CSU's Information Technology Division, or appropriate information technology unit, is expected to provide adequate equipment (including equipment maintenance), software, and communications access to faculty to support communication with students, collaborating institutions, and other faculty for approved platforms and initiatives.
- I. Methodology to evaluate the effectiveness of the distance learning offerings.
  - a. Each faculty member assigned to a distance education course will be permitted to provide an end-of-course feedback survey to assess the effectiveness of online instruction. This evaluation is in addition to

- the online student evaluation, though the faculty member may add this to the online student evaluation.
- b. It is the faculty member's responsibility to provide access of course material as needed for peer and chairperson evaluations of the effectiveness of the course and faculty member's teaching.
- J. Procedures that ensure adequate advisement for students registering for Internet courses.
- a. Department academic advisors will counsel students on the specifics of distance education prior to authorizing enrollment in an online/hybrid course and provide students with policies of application of distance education courses toward the degree.
- K. Process for making recommendations for changes and improvements to Internet courses and the supporting infrastructure.
- a. The department will review all institutional course evaluation results for online/hybrid courses and make recommendations for improvements of identified deficiencies.
  - b. Course instructional design and material revisions and updates will be planned and methodically implemented by the faculty member assigned to the distance education course.