

# CSU Department of Foreign Languages and Literatures Distance Education Policy

## Purpose

The Department of Foreign Languages and Literatures Distance Education Committee: Prof. Canalini (chair), Dr. Delgado-Norris, Prof. Duffy, Dr. Chierico, Dr. Moreno, Prof. Martínez, Dr. Shen and Dr. Gaytán. The Committee's goal is to offer quality distance education instruction for students and properly train faculty to facilitate online/hybrid classes.

The policy outlines the Chicago State University Department of Foreign Languages and Literatures Department's approved courses to be offered as hybrid/online courses, the maximum number of distance education courses (offered by Chicago State University and/or transferred to Chicago State University) that a student may apply towards a degree, the number of distance education courses a faculty member may teach per term, the criteria for department approval process of new online/hybrid courses and curriculum, the method for evaluating Internet courses and curriculum, the process for selecting faculty to teach Internet courses, the considerations of online instruction for the retention, promotion, and tenure award processes, the process for developing, monitoring, and reviewing Internet course offerings and process for enhancing and improving Internet course offerings, the process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials, the methodology to evaluate the effectiveness of the distance learning offerings, the procedure that ensures adequate advisement for students registering for Internet courses, and the process for making recommendations for change and improvement to Internet courses and the supporting infrastructure.

## Policy

Sections below detail the Department of Foreign Languages and Literatures Distance Education Committee Policy

### **(A) Approved Department of Foreign Languages and Literatures courses to be offered via synchronous and or asynchronous instructional design (Hybrid/Online):**

- A. SPAN 1010 Elementary Spanish I
- B. SPAN 1020 Elementary Spanish II
- C. FREN 1010 Elementary French I
- D. FREN 1020 Elementary French II
- E. FREN 2120 Culture of France

**(B) The maximum number of distance education courses (offered by Chicago State University and/or transferred to Chicago State University) that a student may apply towards a degree**

Undergraduate students and /or transferred to Chicago State University may apply no more than two 3-credit hour courses towards a baccalaureate degree.

**(C) The number of distance education courses a faculty member may teach per term**

Faculty members assigned to distance learning courses may teach no more than four distance education courses per term.

**(D) Criteria for department approval process of new online/hybrid courses and curriculum.**

Review of proposed online/hybrid courses will follow the succeeding process:

- The faculty member will submit a formal new course proposal to the department chairperson
- The proposal will be submitted to the department Distance Education Committee for review
- The proposal will be submitted to the appropriate college dean for review
- Instructor of proposed online/hybrid course will successfully complete the six-week. Online Certification Training (OCT) offered by the Chicago State University Center for Teaching and Research Excellence (CTRE)
- Course content will be reviewed for approval by the Department Distance Education Committee Chairperson
- Review of course design by the Center for Teaching and Research Excellence Advisory Board
- The course will be reviewed for approval by the General Education Committee (if applicable)
- The course will be reviewed for approval by the University Council on Teacher Education (if applicable)
- The course will be reviewed for approval by the Graduate Council (if applicable)
- The course will be reviewed for approval by the University Curriculum Coordinating Committee (if applicable)
- The course will be reviewed for approval by the Office of Academic Affairs
- The course will be entered in course scheduling system
- The course will be listed in appropriate publications

**(E) Method for evaluating Internet courses and curriculum.**

The department Distance Education Committee's two-member peer-review team will evaluate all distance education courses. Each member of the peer-review team is certified to teach distance education courses via successful completion of the Chicago State University Center for Teaching and Research Excellence's Online Certification Training (OCT) and has been trained in online course evaluation.

**(F) Process for selecting faculty to teach Internet courses.**

Faculty who demonstrate an interest in teaching online/hybrid courses in their documented area of expertise will submit a formal letter of interest to the department chairperson. The faculty member will enroll in and successfully complete the six-week Chicago State University Online Certification Training (OCT) facilitated by the Center for Teaching and Research Excellence. All courses offered via distance education shall have a qualified faculty member approved by the department Distance Education Committee chair, the Center for Teaching and Research Excellence Advisory Board, the General Education Committee (if applicable), the University Council on Teacher Education (if applicable), the Graduate Council (if applicable), the Curriculum Coordinating Committee (if applicable), and the Office of Academic Affairs. Faculty assigned to distance education courses shall retain the responsibility and authority for the academic administration and oversight of distance education courses and programs. Faculty assigned to distance education courses and programs shall have the same profile (expertise, experience, rank) as the faculty assigned to traditional on campus courses. The assigned faculty member shall have full control of the content of the course.

**(G) Considerations of online instruction for the retention, promotion, and tenure award processes.**

Faculty members assigned to distance education courses retain the authority and the responsibility to produce and revise instructional design and course materials in order to maintain or enhance the integrity, exactness, and quality of the distance education course. The University policy on patents, intellectual property, and copyright applies to all distance education programs and courses.

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. Faculty will be compensated for any effort in serving distance education students, such as web maintenance

(i.e., developing ADA appropriate instructional materials suitable for online instruction and the continued monitoring, updating, and course facilitation required throughout the duration of the course), as appropriate for the particular practices set by the department and the college and in agreement with published university intellectual property policy.

**(H) Process for developing, monitoring, and reviewing Internet course offerings and process for enhancing and improving Internet course offerings.**

The faculty member interested in facilitating an online/hybrid course will submit initial online/hybrid course development. Faculty who demonstrate an interest in teaching online/hybrid courses will submit a formal letter of interest to the department chairperson. The faculty member will enroll in and successfully complete the six-week Chicago State University Online Certification Training (OCT) facilitated by the Center for Teaching and Research Excellence. All courses offered via distance education shall have a qualified faculty member approved by the department Distance Education Committee chair, the Center for Teaching and Research Excellence Advisory Board, the General Education Committee (if applicable), the University Council on Teacher Education (if applicable), the Graduate Council (if applicable), the Curriculum Coordinating Committee (if applicable), and the Office of Academic Affairs.

All online/hybrid courses will submit to the institutional practices for course evaluation. Based on results of course evaluations recommendations will be made by the department Distance Education Committee with respect to enhancing and improving Internet course offerings.

**(I) Process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials.**

Chicago State University's Center for Teaching and Research Excellence (CTRE) is expected to provide improvement opportunities for faculty designed to increase their knowledge of distance education methodologies, online instructional design, the use of innovative technology to facilitate online instruction, student assessment and evaluation in online instruction, understanding of national best practices in online instruction, and improving their instructional skills.

Chicago State University's Center for Teaching and Research Excellence (CTRE) is expected to provide timely assistance and support to faculty members facilitating online courses (i.e., response within 48 hours excluding weekends and holidays). Faculty requires appropriate services and resources to support their effectiveness and efficiency as distance educators and to assure an effective and efficient teaching and learning environment for distance education students. Faculty assigned to distance education courses necessitate ongoing guidance, training, application and

evaluative support from Chicago State University's Center for Teaching and Research Excellence staff to assure the effective and efficient use of the online/hybrid course. Chicago State University's Information Technology Division (ITD), 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.

**(J) Methodology to evaluate the effectiveness of the distance learning offerings.**

Each faculty member assigned to a distance education course will provide a faculty member created end-of-course feedback survey to assess the effectiveness of online instruction. This evaluation is in addition to the institutional end-of-course survey and is not meant to replace said survey. The faculty member created survey shall be made available and announced to students no later than one week prior to the end of the semester. It will be the faculty member's responsibility to provide access to the chairperson of the departmental Distance Education Committee to allow for analysis of the effectiveness of the course.

**(K) Procedure that ensures adequate advisement for students registering for Internet courses.**

Departmental 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. Each faculty member assigned to a distance education course will provide students enrolled in the course with a link to complete the Smart Measure Online Readiness Assessment (<http://csu.readi.info/>) within the first week of the semester. Smarter Measure assists students in determining the degree to which distance learning will be a good fit for various learning styles, technological knowledge acquisition, computer literacy, and/or competing personal responsibilities. Students will not be penalized for results of the initial assessment. Student should be provided with resources to assist them with identified deficiencies should they determine to continue enrollment in the course.

**(L) Process for making recommendations for change and improvement to Internet courses and the supporting infrastructure.**

The Chicago State University Department of Foreign Languages and Literatures Distance Education Committee will review all institutional course evaluation results for online/hybrid courses and make recommendations for improvement of identified deficiencies. Course instructional design and material updates will be planned and methodically

implemented by the faculty member assigned to the distance education course under review with support from the department Distance Education Committee and the Chicago State University Center for Teaching and Research Excellence (CTRE). The Chicago State University Distance Education Committee and the Center for Teaching and Research Excellence staff shall be available to provide design consultation, to aid the faculty member in the enhancement of instructional design, to coordinate the production of course materials, and to provide support during course implementation and evaluation.