Coles College Online and Hybrid Teaching Policy

Goals

1. To maintain high quality online and hybrid course offerings in the Coles College.
2. To ensure similar learning outcomes for all modalities of a course.
3. To yield similar course rigor across multiple sections of courses over time and across faculty.

Requirements for teaching online and hybrid courses

1. The faculty member has had documented training in teaching online or hybrid modalities at KSU. Approved training includes: Online Course Facilitation Program (OCFP), Coles Hybrid Development Workshop, CETL Online Course Development Workshop (or alternate offerings as changes occur), and Validated Prior Online Teaching/Training at another institution.
2. The course has been Quality Matters (QM) approved and the instructor has faithfully maintained the QM standards. The instructor may change content, assignments, and assessments at their discretion if it does not modify the QM alignment or other QM guidelines for the course.
3. Faculty teaching online and hybrid courses will utilize the current, most effective practices to ensure academic integrity in their courses.

Administrative Policies

1. Multi-teacher courses will maintain a shared Principal Course that is QM-approved. The Principal Course content may be adapted by individual faculty if it does not modify the QM alignment guidelines for the course. Other QM aspects should be maintained.
2. Single-teacher courses must be QM approved, but is not a commonly shared, and therefore not as community-driven.
3. *Principal Courses and Single-teacher courses must be re-reviewed against the most current QM rubric every four years. NOTE: This policy retroactively includes courses approved since January 2020.*
4. For courses where both online and hybrid modalities exist, the approved hybrid version of a course will be a modified online version of the course. The hybrid version of the course must maintain the course learning outcomes and digital content must continue to adhere to QM standards. Where only hybrid courses exist (no online version of the course exists), the hybrid course must be reviewed through the QM process.
5. Online and Hybrid courses must be completed and reviewed, and within the 4 year re-review window, prior to the semester in which the course will be taught.
6. The QM review process will be three people: An instructor self-review, an instructional designer review, and an independent, experienced reviewer. Appeals will be taken to the Coles Online BBA Director.

Definitions

Online Course: An online course is a distance education course delivered digitally through a learning management platform and in the Coles College is taught asynchronously. All online courses are at least 95% asynchronous based on classroom hours.

Hybrid Course: A hybrid course is taught at least 50% in person, with the remaining percentage taught asynchronously online.

Multi-teacher Courses: Courses that have had more than one faculty member teach the online or hybrid version, including summers, over a two-year period.

Single-teacher Courses: Courses that have not had more than one faculty member teach the online or hybrid version of the course, including summers, over a two-year period.

Principal Courses: Courses that are fully built with logical structure and organization, assignments and assessments, content that meets accessibility requirements, appropriate documentation (example syllabus and course schedule), and other requirements to meet QM standards. Principal courses are most common in Core and Required Major Courses, and are generally multi-teacher courses.

Exceptions

1. The following are exceptions to the course review requirements for online and hybrid courses because of the nature of the courses:
   a. Courses that are administered outside of the Coles College even when Coles College faculty teach the course. We will defer to the quality requirements of those programs. Examples include: WebMBA (WMBA prefix) and Fintech Academy courses (FTA/FIS prefix)
2. The following courses are exceptions to the course review requirements for online and hybrid courses because of the nature of the courses in each of the business disciplines where applicable (prefixes ACCT, BLAW, CSCH, ECON, ENTR, FIN, FIS, HGMT, IS, ISA, MGT, MKTG)
   a. Directed Study Courses (4400 courses)
   b. Special Topics Courses (4490 courses)
   c. Thesis Courses (7990 courses)
   d. Dissertation Courses (9900, 9901, 9902, 9903, 9904 courses)
   e. Internship/Co-op Courses (3396, 3397, 3398 courses)
   f. ISA 4705