

Title: Online Course Policy

- Initial Action: 5/31/12
 - Board Agenda: 12-017, 20-071
 - Last Revised
 - Policy: 09/2020
 - Procedure: 09/2020
 - Last Reviewed: 09/23/2020
 - Effective: 12/3/2020
 - Next Review: Fall 2023
 - Responsibility: Academic Programs
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Policy:

The integration of remote learning technologies will be standardized by creating, facilitating, and evaluating online courses; establishing skills instructors need to teach online courses; and maintaining the minimum Learning Management System (LMS) course content available to students enrolled in any course, including online courses.

Procedures:

Academic Senate, the Academic Affairs Committee, and the Instructional Technology Committee will review and provide feedback on this procedure every three years or as needed.

Online Course Definition

A course is an online course as it is defined in the college's official course catalog. Online courses will also be designated as such in the course schedule. Each course, regardless of modality, follows its approved master syllabus including the respective learning outcomes.

Online Course Development

Faculty should refer to the Online Education Plan and follow the latest edition of the Quality Matters ("QM") Rubric Standards checklist when developing an online course, as the QM Rubric is the College's standard for online course assessment. This QM Rubric can be found on My.Cecil → Academics tab → Documents for Faculty, or in the fully detailed QM Workbook on reserve in the Library.

Online Course Approval

Online courses follow the same standard course proposal procedure as courses of other formats, and if a new course, requires approval of the Academic Affairs Committee and CAO or designee.

Online Course Standards

Online courses follow the same standard configuration in the Learning Management System as set forth in the Learning Management System Policy.

In addition, the online course LMS configuration should include the components required to satisfy the QM Rubric Standards.

Online courses must comply with all standards contained in the latest version of ADA Compliance and Online Hybrid Courses.

Online Course Review and Assessment

Online courses will be reviewed every four years against the QM Rubric Standards by the Director of Instructional Technology. Feedback and recommendations from this review will be provided to the faculty member and Dean.

Courses seeking QM certification will follow the latest process in the Online Education Plan, and once attained, be up for review every five years.

Faculty Competencies and Evaluation

Faculty wishing to teach an online class will need technical and teaching skills not necessarily required in traditional courses. The Dean or CAO will consider a faculty member ready to teach an online class if the following criteria have been met. Exceptions to these requirements must be approved by the Chief Academic Officer or designee:

1. The faculty member has demonstrated proficiency in the Learning Management System to employ the required components necessary to satisfy the QM Rubric Standards and ADA Compliance. The college will offer routine LMS training sessions.

2. The faculty member has demonstrated competence and understanding of the unique challenges presented by remote teaching and learning through one of the following ways:

- An approved course or program of study in online education
- Demonstration of successful online teaching experience
- Completion of Quality Matters Certification
- Completion of the Professional Development in Online Teaching course offered by Cecil College Faculty teaching online will be evaluated according to the Faculty Performance Evaluation Policy.