MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. IT-5

DISTANCE EDUCATION COURSES

1 General Information.

1.1 Scope: This policy addresses a variety of issues related directly to the development and teaching of distance education courses for use in credit or non-credit courses or in support of university funded research.

1.2 Authority: W. Va. Code §18B-1-6

1.3 Passage Date: July 12, 2013

1.4 Effective Date: upon passage

1.5 Controlling over: Marshall University

1.6 History: This policy replaces MUBOG Policy IT-5 Distance Education Courses (effective 12/13/2011).

2 Definitions

2.1 The Higher Education Opportunity Act, 2008, defines distance education in this way:

‘‘(19) DISTANCE EDUCATION.—
(A) IN GENERAL.—Except as otherwise provided, the term ‘distance education’ means education that uses one or more of the technologies described in subparagraph (B)—
(i) to deliver instruction to students who are separated from the instructor; and
(ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously.
(B) INCLUSIONS.—For the purposes of subparagraph (A), the technologies used may include—
(i) the Internet;
(ii) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
(iii) audio conferencing; or
(iv) video cassettes, DVDs, and CD–ROMs, if the cassettes, DVDs, or CD–ROMs are used in a course in conjunction with any of the technologies listed in clauses (i) through (iii).”

2.2 Online course refers to any distance education course in which 100% of the course content is delivered asynchronously. There are no synchronous, face to face, or on site
attendance requirements. Online courses are designated as such in the schedule of courses. Designation: Online Course (OC).

2.3 Hybrid course refers to any distance education course in which a portion of the course is delivered synchronously with scheduled and required online, face to face, or on-site attendance requirements; the remainder of the course is delivered asynchronously. Types of Hybrid courses include the following delivery modes and are designated in the Marshall University schedule of courses:

2.3.1 T-course is a hybrid course in which 25% or more of the course is delivered synchronously requiring scheduled face-to-face or online attendance. Designation: Technology Enhanced (TE)

2.3.2 V-course is a synchronous course in which the faculty member holds live class meetings in person, by technological means, or by both delivery formats simultaneously. Designation: Virtual Class (VC)

2.3.3 IV-course is a synchronous course in which the faculty member holds live class meetings using the interactive video system. Designation: Interactive Video (IV)

2.4 Course creator refers to the individual(s) who generate original content for the purpose of delivering an online or hybrid course.

2.5 Content refers to course content and materials (intellectual property) a course creator develops for instructional delivery as an online course.

3 Intellectual Property and Online Courses

3.1 The Marshall University Intellectual Property Policy (MUBOG GA-4), addresses the ownership, licensing, and income distribution rights of online course materials. The policy is available at this site: http://www.marshall.edu/president/board/policies.html

4 Online Course/Instructor Approval

4.1 Online courses must be approved by the appropriate academic dean and comply with university policies and practices relating to distance education course quality and acceptable delivery practices.

4.2 Online courses must also be approved by the faculty peer review committee in accordance with the university’s established faculty-centered, peer review process.

4.3 Only courses appearing in the current university catalog may be developed and submitted for distance education delivery.

4.4 Only approved online courses may be listed in the official schedule of courses.

5 Teaching Online Courses
5.1 A faculty member can develop and teach a different version of an existing online course with the approval of the department chair and dean.

5.2 If an online course instructor is unable to complete a semester course or will not be available to follow up with students who may receive an approved Incomplete, the academic unit may keep the course open for the duration of the grading period and for up to one year beyond the grading period to enable students to complete the course according to an approved schedule.

5.3 The department chair/division head may enter an online course as part of the faculty evaluation process for retention, promotion, or tenure or if required by a student academic appeal.

5.4 The Instructional Technology staff will provide access to an online class when access is requested according to 5.2 and 5.3 above.

6 Course Delivery Format and Support

6.1 Student access to online courses must be through the official online course management system. The appropriate dean and the provost must approve any exceptions in writing.

6.2 Best practices information for online course development, training opportunities, and faculty resources are available through Academic Affairs and MUOnLine.

6.3 Information Technology personnel will provide technical support for online courses.

7 Review and Update of Content

7.1 The online faculty peer review committee will review all online courses every three years after the initial approval of the course or upon request of the Provost. The purpose of the three year review is to ensure that online courses remain current with changes in technology and best practices.

7.2 Academic units are encouraged to review online course content during the initial and three-year review cycle. The online faculty peer review committee will facilitate the review adhering to a timetable that allows for revisions to take place.

8 Administrative Procedures

8.1 Administrative procedures applicable to this policy are available at this site: [http://www.marshall.edu/wpmu/adminproc/](http://www.marshall.edu/wpmu/adminproc/)