

Department of Geography, Sociology, History, African American Studies, and Anthropology
Distance Education Policies for Online and Hybrid Courses

Online and Hybrid Course Offerings

1. Vjg"fgrectv o gpv" yknn"pqv" rgt o kv" o qtg"vjcp"72 ' "qh"cp"kp f kxkfwcn"uvw fgpvøu courses to be online or hybrid courses for the purposes of fulfilling the requirements for a degree.
2. Criteria for approval of online and hybrid courses:
 - a. Cp{"qpnkpg"qt"j {dtkf"eqwtug"vq"dg"qhhtgf" ykj kp"vjg" fgrectv o gpvøu"ewttkewnw o " yknn"pggf"vq be first apptqxf"d {"vjg" fgrectv o gpvøu"ewttkewnw o "eq o o kvvgg)
 - b. In approving courses to be offered in an online or hybrid format, the department is the first level of approval and the approval should focus on the quality of the content and the design of the course. The department is the only body that can determine if the content of the course is appropriate for the ewttkewnw o "Vjgtghqtg."vjg" fgrectv o gpvøu"ewttkewnw o "eq o o kvvgg" yknn" review the syllabus and interview the instructor to determine the appropriateness of the content.
 - c. Following departmental approval, proposed online or hybrid courses will need to be approved by the requisite university committees, including the University Curriculum Committee and the Distance Education Committee.
3. Courses taught in an online or hybrid format carry the same consideration for personnel actions (retention, promotion, tenure) as any traditionally offered (i.e. face-to-face) course.
4. The department may offer as many online and hybrid courses per semester as are appropriate to satisfy the program needs of the department and the university.

Selecting Faculty to Teach Online and Hybrid Courses

1. The Chair of the department shall poll the faculty to determine if there are those who wish to offer courses within the Distance Education program.
2. Faculty wishing to teach online or hybrid courses are strongly encouraged to complete the Online Certification Training offered through the Center for Teaching and Research Excellence (CTRE).
3. Faculty members teaching online and hybrid courses must be respo

discipline, and skills. Students without access to the needed technology or lacking the necessary skills will be advised towards traditional courses or technology courses to build their skills.

2. [Uvwfgpvu"y knn"dg"rtqxkfgf"ykvj"vjg"dqqmngv."öUweeggfkpi"Qpnkpg.ö"rwdnkujgf"d{"vjg"EVTG0](#)
3. The CTRE has available online a Technology Literacy training module.
4. [Vjg"Nkdtct{"jcu"excckncdng"qpnkpg"cp"Kphqt o cvkqp"Nkvgtee {"vtckpkpi" o qfwng"*ecmgf"öEUKVö+"ykvj"](#) links available to Instructors.