

**The Distance Education policy for the
Department of Biological Sciences
Chicago State University
April 2013.**

GENERAL DEFINITIONS

Department – when used throughout this document, the term shall be taken to mean the Department of Biological Sciences.

Distance Education Committee – when used throughout this document, the term shall be taken to mean a subcommittee of the Department Curriculum Committee, which consists of all tenure track/tenured faculty members of the department.

Center for Teaching and Research Excellence (CTRE) – when used throughout this document, the term shall be taken to mean the unit within Chicago State University’s Library Instruction Services

Department policy regarding faculty qualifications for teaching on-line/hybrid courses

All faculty who teach on-line/hybrid courses must have successfully completed the six-week Online Certification Training (OCT) offered by the CTRE. Evidence of successful training must be

Method of evaluation of on-line/hybrid courses

On-line/hybrid courses will be evaluated in the same manner as all other courses, as dictated by the Departmental Application of Criteria. This includes peer and student evaluations and review of course materials by the Departmental Personnel Committee. Faculty who teach on-line/hybrid courses will be required to make on