

CHICAGO STATE UNIVERSITY DEPARTMENT OF CRIMINAL JUSTICE, PHILOSOPHY, AND POLITICAL SCIENCE DISTANCE EDUCATION POLICY

PURPOSE

The following communicates the Distance Education Policy for the Chicago State University Department of Criminal Justice, Philosophy, and Political Science. The document was prepared by the Department's Distance Education Committee: Tracy Crump, PhD (chair), Renee Williams, J.D., Jon Patterson, EdD., and Steven Levy, J.D. It is the Committee's number one priority to provide quality distance education instruction for students enrolled in online/hybrid courses and to ensure that faculty assigned to teach online/hybrid courses are trained and prepared to do so.

The policy below outlines the Chicago State University Department of Criminal Justice, Philosophy, and Political Science Department approved courses to be offered as hybrid/online courses, the maximum number of distance education courses (offered by Chicago State University and/or transferred to Chicago State University) that a student may apply towards a degree, the number of distance education courses a faculty member may teach per term, the criteria for department approval process of new online/hybrid courses and curriculum, the method for evaluating Internet courses and curriculum, the process for selecting faculty to teach Internet courses, the considerations of online instruction for the retention, promotion, and tenure award processes, the process for developing, monitoring, and reviewing Internet course offerings and process for enhancing and improving Internet course offerings, the process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required material, the methodology to evaluate the effectiveness of the distance learning offerings, the procedure that ensures adequate advisement for students registering for Internet courses, and the process for making recommendations for change and improvement to Internet courses and the supporting infrastructure.

GENERAL DEFINITIONS

Center for Teaching and Research Excellence (CTRE) when used throughout this document, the term shall be taken to mean the Center for Teaching and Research Excellence within Chicago State University's Library Instruction Services that is comprised of faculty development, online learning, and academic advising

Department – when used throughout this document, the term shall be taken to mean the Department of Criminal Justice, Philosophy, and Political Science

(E) Method for evaluating Internet courses and curriculum

All distance education courses will be evaluated by the department Distance Education Committee's three member peer review team. Each member of the peer review team has been certified to teach distance education courses as successful completion of the Chicago State University Center for Teaching and Research Excellence Online Certification Training (OCT) and has been trained in online course evaluation. Sd(i)-6(s)-5(t)-6(an)-(ce ed)-4am

Chicago State University's Center for Teaching and Research Excellence (CTRE) expected to provide timely assistance and support to faculty members facilitating online courses (i.e., response within 48 hours excluding weekends and holidays). Faculty require appropriate services and resources to support their effectiveness as distance educators and to assure an effective and efficient teaching and learning environment for distance education students. Faculty assigned to distance courses necessitate ongoing guidance, training, application and evaluative support from Chicago State University's Center for Teaching and Research Excellence staff to assure the effective and efficient use of the online/hybrid course. Chicago State University's Information Technology Division (ITD), or appropriate information technology unit, expected to provide adequate equipment (including equipment maintenance), software, and communications access to faculty to support communication with students, collaborating institutions, and other faculty for approved platform and initiatives.

(J) Methodology to evaluate the effectiveness of the distance learning offerings

Each faculty member assigned to a distance education course will provide a faculty member created end-of-course feedback survey to assess the effectiveness of online instruction. This evaluation is in addition to the institutional end-of-course survey and is not meant to replace said survey. The faculty member created survey shall be made available and announced to students no later than one week prior to the end of the semester. It will be the faculty member's responsibility to provide access to the chairperson of the departmental Distance Education Committee to allow for analysis of the effectiveness of the course.

(K) Procedure that ensures adequate advisement for students registering for Internet courses

Departmental academic advisors will counsel students on the specifics of distance education prior to authorizing enrollment in an online/hybrid course and provide students with policies of application of distance education courses toward the degree. Each faculty member assigned to a distance education course will provide students enrolled in the course with a link to complete the SmartMeasure Online Readiness Assessment (<http://csu.readi.info/>) within the first week of the semester. SmarterMeasure assists students in determining the degree to which distance learning will be a good fit for various learning styles, technological knowledge acquisition, computer literacy, and/or competing personal responsibilities. Students will not be penalized for results of the initial assessment. Student should be provided with resources to assist them with identified deficiencies should they determine to continue enrollment in the course.

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