

**Department of Doctoral Studies, Doctor of Education in Educational Leadership
(Ed.D.) Program, (College of Education) Chicago State University
Distance Education Policy**

**Submitted By: Dr. Charlesetta Maria Ellis, Chair
Department of Doctoral Studies**

PURPOSE:

In compliance with Appendix G of the current Chicago State University and UPI Local 4100 Units A, B, and C (2010-2015) union Contract, the Department of Doctoral Studies established a Distant Education committee consisting of the following individuals: Dr. Charlesetta Maria Ellis, department chairperson), Dr. Liyana Chandra Cabraal, associate professor, Dr. Byung-In Seo, associate professor, and Dr. Crystal Laura, assistant professor (via proxy) It is the department's primary intent to provide distant education courses, which are of the highest caliber and prepare our students for their professional roles as exemplary educational leaders, administrators and research scholars. The department is committed to providing quality instruction via its online/hybrid distant education courses, and will ensure that each faculty member assigned to teach those courses are trained, certified and academically equipped to fulfill their teaching obligation.

The policy below outlines Chicago State University's Department of Doctoral Studies, Doctoral of Education in Educational Leadership (Ed.D.) program's courses to be approved and offered as online/hybrid courses, the maximum number of distant education courses (offered by Chicago State University and/or transferred to Chicago State University) that a student may apply toward a degree, the number of distance education courses a faculty member may teach per term, the criteria for department approval process of new on-line/hybrid courses and curriculum, the method for evaluating Internet courses and curriculum, the process for selecting faculty to teach Internet courses, the considerations of on-line instruction for the retention, promotion, and tenure award processes, the process for developing, monitoring, and reviewing Internet course offerings and the 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 materials, the methodology to evaluate the effectiveness of the distance education 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

Institutional Review Board (IRB) –when used throughout this document, the term shall be taken to apply to the unit within Chicago State University’s New Academic Library (NAL 202), which oversees the mandated protocols that must be followed when human subjects are involved in research for dissertation purposes.

Department – when used throughout this document, the term shall be taken to apply to the Department of Doctoral Studies,

POLICY

Listed below are sections A-G, which details the Department of Doctoral Studies distant education policy:

(a) Courses identified by the Department of Doctoral Studies to be approved and offered via the “asynchronous” instructional design (Online/Hybrid):

1. EDDL 6150 Philosophical and Ethical Foundations of Education
2. EDDL 6200 Administrative law
3. EDDL 6400 Personnel Administration
4. EDDL 6450 Financial Administration
5. EDDL 6600 Critical Issues in Urban Educational Leadership
6. EDDL 6990 Dissertation

(b) The maximum number of distance education courses (offered by Chicago State University (Department of Doctoral Studies) and/or transferable to Chicago State University) that a student may apply towards the Ed.D. degree:

1. The maximum number of distance education (Online/Hybrid) courses offered by the department will be six. All Department of Doctoral Studies faculty members will be

include how the course will be developed to the department chairperson, and the Department of Doctoral Studies (EDDE) faculty.

3. Faculty members assigned to teach distance education courses will retain autonomy relevant to revision of instructional design and course material, with the sanction of the appropriate Chicago State University distance education overseers, in order to strengthen the quality of the distance education course. Faculty members who teach

