CSU Department of Foreign Languages and Literatures Distance Education Policy

Purpose

The Department of Foreign Languages and Literatures Distance Education Committee: Prof. Canalini (chair), Dr. Delgado-Norris, Prof. Duffy, Dr. Chierico, Dr. Moreno, Prof. Martínez ,Dr. Shen and Dr. Gaytán. The Committee's goal is to offer quality distance education instruction for students and properly train faculty to facilitate online/hybrid classes.

The policy outlines the Chicago State University Department of Foreign Languages and Literatures Department's 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)hica)hi

(B) 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

Undergraduate students and /or transferred to Chicago State University may apply no more than two 3-credit hour courses towards a baccalaureate degree.

(C) The number of distance education courses a faculty member may teach per term

Faculty members assigned to distance learning courses may teach no more than four distance education courses per term.

(D) Criteria for department approval process of new online/hybrid courses and curriculum.

Review of proposed online/hybrid courses will follow the succeeding process:

! The faculty member will submit a formal new course proposal to the department chairperson
! The proposal will be submitted to the department Distance Education Committee for review
! The proposal will be submitted to the appropriate college dean for review
! Instructor of proposed online/hybrid course will successfully complete the six-week. Online Certification Training (OCT) offered by the Chicago State University Center for Teaching and Research Excellence (CTRE)
! Course content will be reviewed for approval by the Department Distance Education Committee Chairperson
! Review of course design by the Center for Teaching and Research Excellence Advisory Board
! The course will be reviewed for approval by the General Education Committee (if applicable)
! The course will be reviewed for approval by the University Council on Teacher Education (if applicable)
! The course will be reviewed for approval by the Graduate Council (if applicable)
! The course will be reviewed for approval by the University Curriculum Coordinating Committee (if applicable)
! The course will be reviewed for approval by the Office of Academic Affairs
! The course will be entered in course scheduling system
! The course will be listed in appropriate publications

(E) Method for evaluating Internet courses and curriculum.

(i.e., developing ADA appropriate instructional materials suitable for online instruction and the continued monitoring, updating, and course facilitation required throughout the duration of the course), as appropriate for the particular practices set by the department and the college and in agreement with published university intellectual property policy.

(H) Process for developing, monitoring, and reviewing Internet course offerings and process for enhancing and improving Internet course offerings.

The faculty member interested in facilitating an online/hybrid course will submit initial online/hybrid course development. Faculty who demonstrate an interest in teaching online/hybrid courses will submit a formal letter of interest to the department chairperson. The faculty member will enroll in and successfully complete the six-

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, is 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 platforms 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 specuonu1tf2(o)1(nc)1(t)2(s

implemented by the faculty member assigned to the distance education course under review with support from the department Distance Education Committee and the Chicago State University Center for Teaching and Research Excellence (CTRE). The Chicago State University Distance Education Committee and the Center for Teaching and Research Excellence staff shall be available to provide design consultation, to aid the faculty member in the enhancement of instructional design, to coordinate the production of course materials, and to provide support during course implementation and evaluation.!