Chicago State University

Department of Health Information Administration

Distance Education Policy

Purpose

The following communicates the Distance Education Policy for the Department of Health Information Administration.

The document was developed by the full-time faculty. It is the Department'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 Department of Health Information Administration's approved courses to be offered as hybrid/online courses, the maximum number of distance education courses (offered by and/or transferred to CSU) 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 materials, 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 – Terms Used in this Policy (Can be found in the Appendix)

Policy

All instructors in the Department of Health Information Administration must successfully complete the six-week Online Certification Training (OCT) offered by the Chicago State University Center for Teaching and Research Excellence (CTRE).

Sections A-J below details the Department of Health Information Administration's Distance Education Policy.

(A) Approved Department of Health Information Administration courses to be offered via the asynchronous instructional design (Hybrid/Online):

1. HIA 4500 Healthcare Quality Management (Hybrid)
2. HIA 1000 Introduction to Computers and Health Information Administration (Hybrid)

- The proposal will

(H) Process for assisting faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials

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.

This policy was adapted from the Department of Criminal Justice, Philosophy, and Political Science's Distance Education Policy

APPENDIX