

**Chicago State University
Department of Health Studies
Distance Education Policy**

The following communicates the Distance Education Policy for the Department of Health Studies. Distance education is becoming an increasing modality for student learning and Chicago State University (CSU) is preparing to gainfully employ this into our programs. We can provide quality distance education instruction for students enrolled in online or hybrid courses and ensure that faculty assigned to teach online/hybrid courses, are trained and prepared to do so. Courses will be offered to students enrolled in the Department of Health Studies, College of Health Sciences and students enrolled at CSU.

The policy below outlines the Department of Health Studies 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 In 1 (r) 2 (s) 1 () (n) -2 (l) 2 (i) 2 (n) -2 (e-2 (e) -1 (p) -2 (a) 2-2 (e) (tm /1.8) 2-2aa(n) -2 (l) 2

Sections A-L below detail the Department of Health Studies' Policies

1. HSC 3375 Health Policy
2. HSC 3329 Intro to Biostatistics *
3. HSC 4423 Intro to Environmental Health *

* Hybrid Courses

Undergraduate students may apply no more than one-fourth of the 120 total credit hours (30 credit hours/ten 3-credit hour courses) towards a baccalaureate degree. This includes all distance education courses offered and/or transferred to Chicago State University.

Currently (Fall 2013) there are no MPH courses offered via distance learning. However when available, graduate students may apply for no more than 9 credit hours/three 3-credit hour graduate-level courses towards a Master's degree. This includes all distance education courses offered by Chicago State University and/or transferred to Chicago State University.

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

Review of proposed distance education courses will follow the succeeding process for online/hybrid course offerings:

The faculty member will submit a formal new course proposal to the department chairperson

Faculty who demonstrate an interest in teaching online/hybrid courses in their documented area of expertise will submit a formal letter of interest to the department chairperson. The faculty member will enroll in and successfully complete the six-week OCT facilitated by the Center for Teaching and Research Excellence. All courses offered via distance education shall have a qualified faculty member approved by the department Distance Education Committee chair, the Center for Teaching and Research Excellence Advisory Board, the General Education Committee (if applicable), the University Council on Teacher Education (if applicable), the Graduate Council (if applicable), the Curriculum Coordinating Committee (if applicable), and the Office of Academic Affairs. Faculty assigned to distance education courses shall retain the responsibility and authority for the academic administration and oversight of

require appropriate services and resources to support their effectiveness and efficiency as distance educators and to assure an effective and efficient teaching and learning environment for distance education students. Faculty assigned to distance education courses necessitate ongoing guidance, training, application and evaluative support from Chicago State University's CTRE