

APPENDIX B
DISTANCE EDUCATION POLICY

DEPARTMENT OF SOCIAL WORK
DEPARTMENTAL APPLICATION OF CRITERIA

2011-2015

appropriate to satisfy program needs of the department, without over-extending the capabilities of the department to offer such courses.

4. Three methods will be used to measure the effectiveness of distance education courses:
 - a. The Chair of the department and the curriculum committee, will assess the quality and currency of each distance education course. The course materials submitted for review should consist of a syllabus and information concerning the objectives and management of the course. When possible, the evaluation of the course will also consist of a “guided tour” of the online materials. If the Chair of the department does not feel technically qualified to evaluate the course, he/she shall appoint an ad-hoc faculty committee to review the course.
 - b. The Office of Distance Learning will assess the effectiveness of the course offerings, materials, and timely responses of the instructor from a technical perspective.

Students will utilize the University's on-line evaluation process. The Department and Faculty Member will have the option of adding additional questions that particularly address the unique characteristics of the on-line medium.