

Technology-Delivered Online Course Policy

Request: To improve the readability of the policy.

Rationale: Recently approved changes (see CAA Agenda Item 17-06) need to be written more clearly in the Online Course Policy (For example, the exceptions marked with asterisks are now the rule instead of exceptions.)

Effective: Immediately

Current Policy:

All new proposed courses to be online and all previously approved courses without technology delivery seeking to add sections that are online must submit to CAA* or CGS** a New/Revised Course Proposal Form including the three questions assuring student learning through online format (Part II, 4, a, b, and c). These requests for approval for online are agenda items to be routed in the normal fashion through department curriculum committees, college curriculum committees, etc. Any instructors of online courses/sections must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online Network's "Master Online Teacher" certificate or another documented and equivalent training activity before teaching the courses/sections for the first time.

Exceptions:

* All undergraduate courses that seek to change the mode of delivery, where course content and learning objectives remain the same may be submitted to CAA as an executive action request.

** 5000-level and above courses that seek to change the mode of delivery where course content remains the same may be submitted to CGS as an executive action request.

Proposed Language:

All proposed courses that include "online" as a mode of delivery on the New/Revised Course Proposal Form must answer the questions that assure student learning in the online format (Part I, 5), and be routed through the normal course approval process.

All existing courses numbered below the 5000-level that seek to add "online" as a mode of delivery, where course content and learning objectives remain the same, must be submitted to CAA (and CGS if between 4750-4999, or CGS if numbered 5000-level and above) as an executive action request.

All instructors of online courses must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online Network's "Master Online Teacher" certificate or another documented and equivalent training activity before teaching the courses/sections for the first time.