Presentation to CGS

From: Undergraduate Subcommittee of the Online Learning Board

January 30, 2017

Re: Definitions of "online," "hybrid," and "face to face" courses

Request:

We urge CGS to promote consistency and clarity across campus in how EIU defines an online course in the course proposal directions.

Existing CAA Course definitions

- In "online" courses, 100% of instruction is conducted online.
- In "hybrid" courses, some—but not all—instruction is conducted online; some face-to-face instruction is delivered.

Proposed Definitions
- *Online*: All course activity is done online; there are no required face-to-face sessions within the course and no requirements for on-campus activity (OLC Definition; also consistent with CAA's current definition of 100% online).
- *Hybrid*: The course combines aspects of online and face-to-face instruction in a manner that reduces the number of face-to-face or traditional classroom meetings (ION Definition)
- *Face-to-face*: 100% of the required contact hours occur face-to-face in regularly scheduled sessions (modified QM definition)

Effective: Immediately

Rationale:

1. The proposed definitions are not meaningfully different from the current ones, but the proposed language is more consistent with wording from external organizations. Furthermore, "face to face" has a proposed definition.

Proposed Revisions to the Course Proposal Form Directions:

Coversheet
10. Check all instructional delivery attributes which apply to this course.
   - Refer to EIU Credit Hour policy (IGP ##) describing type of courses if needed.
   - In "online" courses, all course activity is done online; there are no required face-to-face sessions within the course and no requirements for on-campus activity 100% of instruction is conducted online.
   - In "hybrid" courses, the course combines aspects of online and face-to-face instruction in a manner that reduces the number of face-to-face or traditional classroom meetings some—but not all—instruction is conducted online; some face-to-face instruction is delivered. (online and hybrid justification and assurances completed in Part I, #5)
   In face-to-face courses, 100% of the required contact hours occur face-to-face in regularly scheduled sessions.

15. Enrollment restrictions (justification included in part I, #3). Indicate if there are groups of students who may or may not take the course.
-If enrollment in the course is limited to specific degrees, colleges, majors, levels, or classes, indicate so here. If enrollment is not limited, indicate "All."
-If students in specific degrees, colleges, majors, levels, or classes are prohibited from enrolling in the course, indicate so here. If on-campus students may not take a**n online** ~~technology-delivered~~ course, note that here as well. If there are no prohibitions, indicate "None."

Part I
1. Online Delivery Justification & Assurances
Standards and implementation of online courses and programs should mirror the academic rigor, assurance of academic integrity, and close faculty-student interaction that on-campus courses provide. Online courses should be taught by trained and responsive faculty who make quality instruction and student needs their priority (See Appendix C for Course Design Resources)

Explain why the course or section of the course will be delivered in an online or hybrid format and specifically:
   a. Describe how the instructional materials and assessments in the online course will be used to support students' achievement of the specified learning objectives
   b. Describe how the integrity of student work will be assured
   c. Describe provisions for and requirements of instructor-student and student-student interaction, including the kinds of strategies that will be used to promote the interaction (e.g., peer discussion, collaborative learning strategies, video conferencing, etc.)

Note: If students with disabilities enroll in the course, provisions for accommodating students with disabilities must be made.

Also note: ~~Any~~ **All** instructors of ~~technology delivered~~ **online** courses/sections (which include online and hybrid courses with more than 50% online delivery) 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.