

# Approval Process to Offer Technology Intensive, Hybrid, and Online Courses

ACTION: Department policy recommended revision to the requirements for approval processes for a course section to be offered online (or other major pedagogical shift) at the Faculty Meeting on April 20, 2018

Vote: Yes (17 ), No (0 ), Abstain (1)

## Background:

This policy sets forth the department procedures for reviewing changes in modality of instruction per [F13-2, University Policy, Technology Intensive, Hybrid and Online Courses and Programs](#), which includes (in part):

## II. Principles for Technology Intensive, Hybrid, and Online Education

### A. Course Delivery Support and Information

1. Students have the right to know the modes of delivery including any on-campus meeting requirements and technology requirements of each course section, program and degree offered by the University.
  - a. For hybrid or online courses, students will be notified of the mode of delivery before enrolling in a course section or program.
  - b. Any course section that uses technology intensive, hybrid, or online instruction shall indicate in the course syllabus and inform students about the required technology access and any necessary materials, equipment, software, or online account access.
  - c. Any course that requires students to pay extra fees for field trips (only allowable course fee according to CSU Executive Order 1078) must indicate so on the syllabus.
  - d. Students shall be notified that all course material developed by the instructor is the intellectual property of the instructor and is to be used for private, study purposes only, and cannot be shared publicly or uploaded without the instructor's approval (see University policy S12-7).
2. All technology intensive, hybrid and online courses shall provide the opportunity for appropriate and timely interactions between faculty and students and among students as directed by University policy (F68-18 or as revised).
3. Criteria will be as rigorous and comprehensive in all delivery modes, and these criteria will be clearly communicated to students on the course syllabus.
4. Technical support, consistent with support available to all other SJSU students, shall be made available to students in technology intensive, hybrid, or online course sections and programs commensurate with student needs.
5. Hybrid and online classes should have a final exam or culminating experience. Hybrid and online classes must abide by University policy S07-2 in which examinations should be appropriately proctored or monitored. The syllabus for the hybrid or online course must indicate the proctor protocol for each class.

6. Technology intensive, hybrid, and online sections of courses in which enrollment is set by other University policies (such as General Education courses) must abide by those class size limits. For other technology intensive, hybrid, or online courses, class size shall be determined by the same department procedure as in-person classes.

And also:

III (c):

In the case of existing courses or programs, approval for the use of technology intensive, hybrid, or online instruction is within the purview of the department and/or program subject to the principles set forth in this Policy. These courses will follow department procedures for reviewing changes in pedagogy for in-person courses. The college dean must be informed by the department chair of these modality changes so that the dean can consider resource implications. The offering department, college or school is responsible for ensuring that students are notified of the change.

## Department of Psychology Policy: Approval for a course section to be offered online

### A. Scope:

- a. It is assumed that most courses are taught in a standard face-to-face format. When a course shifts from this modality it is appropriate to trigger a curriculum committee review of the course.
- b. This policy covers undergraduate course offerings in Psychology. It does not cover the MA and MS programs in Psychology.

### B. Policy

1. The department finds that all undergraduate courses in psychology could potentially be offered as a distance education (online or hybrid) course provided:
  - a. The course does not have a laboratory component (e.g., c7, c8, c15, c16, c17 course classifications), and
  - b. The course is not a seminar course (e.g., c4, c5, c6 course classifications)
  - c. Exceptions to (a) and (b) shall require an affirmative vote at a regularly scheduled department meeting.
  - d. The particular course was previously taught by the faculty proposing to teach the course in a face-to-face format prior to the development of an online/hybrid format course offering.
2. A course section may be taught online only with the approval of the curriculum committee. The curriculum committee will base its decision on an evaluation of the:
  - a. Syllabus
    - i. Appropriateness of delivery methodology
    - ii. Comparability with "in person" course offerings
      1. Does the course have the same outcomes?
      2. Do the contact hours meet expectations?
      3. How does the online interaction compare in terms of likely outcomes to the in-person experience?
      4. Is there evidence of comparable learning to "in person"?
      5. Does the student experience mirror the in person experience, and if different, how so?
    - iii. Quality of the educational experience (assessment may be outside of that required by the collective bargaining agreement)
    - iv. Conformity with university requirements (contact hours, etc.)
  - b. Assessment plan
    - i. GE requirements (if any)
    - ii. Course Learning Outcomes (as appropriate)

- iii. Program Learning Outcomes (as appropriate)
    - iv. University Learning Outcomes (as appropriate)
  - c. Assessment data from prior offerings of the course
  - d. Accommodation for student-faculty and inter-student interaction
3. Ongoing approval to offer course sections online shall only be given after a sufficient track-record and commitment to continuing assessment. A sufficient track-record shall consist of a minimum of two separate semester evaluations for first-time online or 50/50 hybrid instruction. Assignment of courses/modalities remains the purview of the chair.

**C. Dissemination:**

Posted as policy on the department webpage.