

Initial Requirements to Teach Online or Hybrid Classes for CSUB

In spring 2013 the Academic Senate approved the Distributed Learning Policy, which charges the Distributed Learning Committee (DLC) with the following responsibility:

“The committee will determine how to certify faculty wishing to teach online and hybrid courses.”

In accordance with the Distributed Learning Policy, the Distributed Learning Committee proposes the following procedure for training faculty and certifying online and hybrid courses. The purpose of the review is to assure that the course meets minimal structural design standards so the instructor may teach it effectively online. The DLC will review and certify only one online/hybrid class for the instructors who have completed Step 3 below under the assumption that they will use the best practices that they have learned to create other acceptable online/hybrid classes. The DLC also recommends that classes be reviewed every five years.

Step 1

Complete Blackboard training or demonstrate competence in the use of Blackboard.

Step 2

Complete the Summer Institute for Online Teaching or equivalent training. (Participants in the Summer Institute will not receive certification until they successfully complete Step 3 below). This requirement may also be fulfilled by taking equivalent training such as, Quality Matters’ “Applying the QM rubric” online course or attending the design/redesign training offered by the CSU Chancellor’s office.

Step 3

The course developed in the Summer Institute (or equivalent training) must be reviewed by appointed members of the Distributed Learning Committee, who are trained Quality Matters reviewers and who will use either the QM Rubric or the QOLT (Quality Online Teaching and Learning) rubric to assess the course. Courses must minimally meet all QM *Essential Standards*. This requirement may also be fulfilled by faculty formally receiving a QM course certificate.

Addendum

Some faculty are experienced online instructors. They are familiar with Blackboard and have previously taught online or hybrid classes. Experienced faculty may skip Steps 1 and 2 above, but they must still complete Step 3 and have their online/hybrid classes reviewed by members of the Distributed Learning Committee who are trained Quality Matters reviewers or have their courses formally reviewed and certified by Quality Matters.

This policy does not guarantee that instructors will teach the online class well. It is the responsibility of the chair and the RTP Committee to determine whether the instructor is teaching effectively.

Faculty who wish to teach an online/hybrid class in any academic year must have their class reviewed and approved by the DLC at the end of the fall quarter of the previous year. For example, faculty who wish to teach an online/hybrid class in the academic year of 2015/2016 must have their class reviewed and approved by the DLC by the end of the 2014 fall quarter. This procedure will be the same for subsequent academic years. This policy recognizes that course schedules are usually set a year in advance. It would be unfair for students to enroll for an online/hybrid class only to find that it has been canceled or changed to a face-to-face class because it was not approved by the DLC.