

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IV:07:04

Date: December 2021

**Subject: Online and Hybrid Course Offering**

### **Policy Statement**

Buffalo State College is committed to providing quality graduate and undergraduate online courses. To help ensure the highest quality online learning experiences for students, the following development and review process shall apply to all academic credit-bearing courses, course sections, and degree programs offered partially or fully online.

Each distance education course or program must be offered in a manner that is consistent with the standards established by the Middle States Commission on Higher Education (MSCHE) as well as SUNY, New York state, and federal requirements, and specific standards of program accrediting bodies.

### **Timeline**

Online and hybrid course design and development is time-intensive. Completion of the requirements below will follow a timeline and process established by Academic Affairs.

### **Requirements**

#### **• Intent and Approval to Offer an Online or Hybrid Course**

Intent to teach a new or existing course as an online or hybrid course in its inaugural semester must be communicated by the instructor to the department chair. The instructor will submit a rationale to the department chair that includes a description of how online instruction will provide a benefit to the student's learning experience. The department chair, in consultation with the associate dean, approves the online course offering. Approval will be made prior to the "department input window" within the Master Schedule Preparation document for the appropriate semester.

#### **• Online Teaching Credentials**

All faculty teaching an online or hybrid course must document credentials in this delivery method (e.g., completion of online course development series, prior experience and credentials from an outside institution or reputable organization in online teaching and learning) which should be on file within Academic Affairs.

Faculty are encouraged to take advantage of additional training, workshops, and certifications to continue to ensure high-quality course delivery

#### **• Course Development**

Online or hybrid course development must be completed prior to the semester in which it will be taught to allow time for a course design review (see below). This will help ensure that during the semester the

course is taught, the instructor is using effective instructional delivery, ensuring active engagement between students, instructor, and content, and providing substantive feedback to students.

- **Review of Online and Hybrid Course Design**

Once the course is developed, the instructor will engage in a course design review through Academic Affairs. The course design review process focuses on how pedagogical best practices can be applied to online or hybrid courses. Feedback from this review will be provided to the instructor and the chair of the department.

**Assessment of Teaching**

Teaching effectiveness is one of the components evaluated for personnel actions such as re-appointment and promotion. The same standards established by the Curriculum Committee and the department should be used regardless of instructional modality and should be a regular part of the department's assessment plan. Assessment should be focused on student learning outcomes. Whole course student evaluations are to be distributed electronically to online or hybrid courses to gather feedback from students to support continuous improvement.