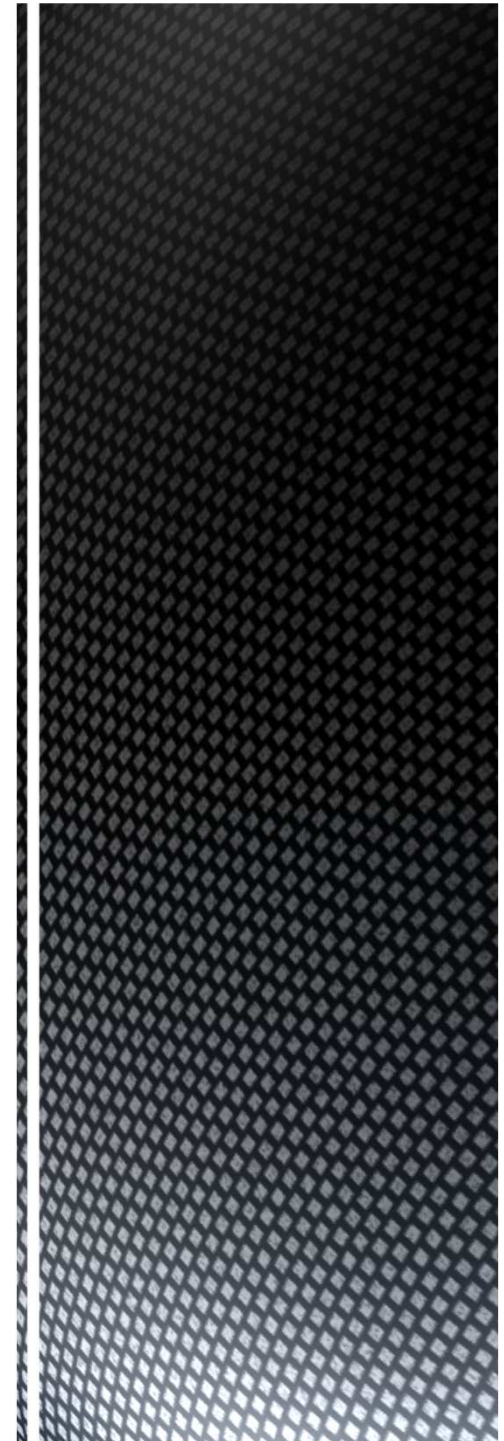


Distance Learning Standards and Guidelines

Faculty Senate
September 2013



Distance Learning Standards & Guidelines Objective	Proposed Standard	Vote Required
<p>Provide students with important information about distance learning courses prior to registration and ensure students taking distance learning have information on how to access institutional academic support resources (Advising, Library, Disability services, etc.).</p>	<ul style="list-style-type: none"> ▪ Prior to registration, students will have convenient access to CSU distance learning (DL) resources and information at CSU Online Home. ▪ Students are notified of any projected additional student charges associated with verification of student identity at time of registration or enrollment. ▪ Students are provided with information on how to access Academic Support resources (Library, Disability, Student Complaints, Advising, etc.) through the CSU Online website, CougarView home page, and course syllabi. 	<p>No – proposed standard is consistent with SACS requirements for Distance Learning courses.</p>
<p>Ensure students are provided with a consistent and secure way to access distance learning course materials and grades through CSU's Learning Management System.</p>	<ul style="list-style-type: none"> ▪ All distance learning instructors will use the D2L (CougarView) course management system. Course content may be maintained on a separate web site, but D2L must be used as the portal for the course. ▪ Grades must be administered through D2L to ensure in compliance with federal privacy laws (FERPA). 	<p>No – D2L is the Course Managed System approved by the University System of Georgia. Access components or standard required by SACS. Privacy of student grades standard required by SACS and FERPA.</p>

Distance Learning Standards & Guidelines Objective	Proposed Standard	Vote Required
<p>Ensure a level of interaction and communication between students and instructor (as well as students to students) that is regular and substantive.</p>	<p>Distance learning courses must be designed to ensure the level of interaction is regular, substantive, and instructor-generated.</p>	<p>No - SACS requirement</p>
<p>Ensure the quality of distance learning courses to be acceptable to students, transfer universities, and local employers, and meet or exceed the quality standards defined in Quality Matters national standards.</p>	<ul style="list-style-type: none"> ▪ Students must be required to master the same course objectives, at the same level, as students in the on-campus course. ▪ Distance learning faculty will be evaluated using the procedures established by each college, the standards in this document, and additional procedures or standards that may be developed by the department/college. ▪ The Quality Matters rubric will serve as the reviewing framework for distance learning courses. 	<p>Yes – adoption of Quality Matters framework for distance learning course review.</p>

Distance Learning Standards & Guidelines Objective	Proposed Standard	Vote Required
<p>Minimize academic dishonesty by verifying students' identities prior to taking exams and by encouraging faculty to adopt instructional practices that minimize the possibility of academic dishonesty and ensure validation of students enrolling in online courses are those who complete the work.</p>	<ul style="list-style-type: none"> ▪ All courses must use D2L portal for access and require student authentication using the student's login and password to access course content. ▪ The course should require students to complete a mixture of assignments including quizzes, tests, homework, written assignments, and/or activities. ▪ All instructors are recommended to implement student I.D. and security processes for testing including Proctor U, Keyboard recognition, the use of Testing Center, or other existing or evolving verification resources. 	<p>No - Authentication and student verification required by SACS. – D2L is the Course Managed System approved by the University System of Georgia. Yes - Adoption of requirements related to use of web-based proctoring service, or other existing or evolving online test proctoring resources.</p>
<p>Encourage faculty to keep up with advances in distance education through ongoing professional development.</p>	<p>Faculty members who design or teach distance learning courses will complete the Quality Matters APPQMR course and D2L faculty training prior to the design or redesign and review of their courses.</p>	<p>Yes – recommended minimum educational requirement for teaching distance learning courses: D2L faculty training and certification by Quality Matters.</p>