

Digital Learning Policy

Guiding Principles

Offering online/hybrid courses provides flexibility for students and the programs. Additionally, online course development creates an archive of course material that can help share expertise and resources across different sections and semesters.

The faculty members are the domain experts, and CCSE relies upon faculty to develop the online and hybrid courses. This policy helps to ensure that the courses are available for our students and that the courses meet the standards of KSU's online/hybrid delivery. The policy also provides a framework to guide faculty who wish to develop online/hybrid courses.

Developing and offering online/hybrid courses is part of academic units' strategic plans. As such, faculty and unit leaders should work proactively to determine which courses will be developed. All courses offered in the college should be held to the same standard regardless of the mode of instruction. Assessment and continued improvement of all courses should be a regular part of the department's assessment plan.

A current list of approved Template Shells and contact information for the current Course Coordinator can be found [here](#).

Implementation

The faculty member developing the course must have experience teaching online courses. The faculty member preferably should complete one of the professional development courses offered by DLI <https://dli.kennesaw.edu/services/professionaldevelopment/inst.php> before the development of the first online/hybrid synchronous or asynchronous course.

If the course is new, it must have GPCC or UPCC approval before development. Only full-time permanent faculty can develop online and hybrid courses. All online and hybrid courses must meet or exceed the review standards outlined in the CCSE Online/Hybrid Review Rubric before they are scheduled to be offered.

The department chair or director acts as an authority to ensure the course meets the learning outcomes, accessibility standards, and content expectations of the academic unit. The subject matter expert (SME) acts as a content expert to ensure that the course is appropriate for the discipline from the perspective of a "second set of eyes."

All courses, including special topics, thesis, and internship courses, must comply with this policy. Only directed study courses are exempt from this policy.

The list of certified online and hybrid courses is available at <https://app.smartsheet.com/b/publish?EQBCT=28427d8e050d44178f42376eb36d9bd7>

Deadlines for Course Development and Review

As there are many steps required to have a new course approved for online/hybrid offering, the process

must start well in advance. Further, it must be approved prior to being scheduled, which means prior to class scheduling on banner. Registration for spring courses opens in mid-October, and registration for summer and fall courses opens in early March.

Deadlines	Spring	Summer/Fall
Existing courses undergo a re-review and meet rubric standards	September 1	February 1
New courses delivered to the unit leaders	August 15	January 15
New courses meet rubric standards	September 1	February 1
The college online coordinator registers the course in the central KSU database.	September 2	February 2
Cancellation of expired or not meeting the standard courses	September 2	February 2

1. The course content must be approved by the unit leader and the subject matter expert (SME) designated by the unit leader. It must meet or exceed the review standards outlined in the CCSE Online/Hybrid Review Rubric. Both reviews will be kept for the record.
2. The course must be hosted on a university-approved Learning Management System (LMS) and be designed for full online or hybrid delivery. All content and interactions must occur within this approved LMS, unless exceptions are made for publisher-provided materials or documents restricted by the KSU Document Management Policy <https://uits.kennesaw.edu/document-management/>.
3. The course cannot be based on a publisher’s e-pack or include any textbook supplemental materials if the course does not require that textbook unless permission from the publisher is obtained.
4. Courses approved for asynchronous online offering can be offered as a hybrid or online synchronous. A course approved as x% hybrid cannot be offered with more than x% of the delivery online. A course approved for synchronous online delivery cannot be offered in an asynchronous format.
5. The course must be re-reviewed every three years or earlier if course updates trigger a re-review. Appendix A lists the details. It is recommended that the units align the online review cycle with the continuous course improvement review cycle. This will ensure that new course materials will be developed when course descriptions or outcomes are changed.
6. The course will be designed as a "shared course" so that other faculty, full or part-time, may be assigned to teach this course as needed. This is an institution-assisted effort as defined by the USG Policy <https://www.usg.edu/policymanual/section6/C352/> and the developed course is the joint property of the developer and KSU.
7. Unless otherwise requested, only the current Course Coordinator, the Dean’s Office Manager, Unit leaders, and their assistants will be listed as “Instructor” for the Template Shell. Everyone else will be listed as “View_Copy Instructor”.

8. The developer should seek assistance and guidance from the Distance Learning Innovations instructional designer assigned to CCSE.
9. All courses, including fully online courses, will be evaluated by students each semester they are offered using KSU approved instruments.

To offer online/hybrid course:

1. All sections must be copied from an approved [Template Shell](#) or from the prior semester's course, provided no changes were made that would trigger a re-review.
2. The instructor can only make changes that will not trigger a new course review.
3. If an instructor has suggestions for improving course content or student success, the instructor should contact the course developer and suggest changes to be incorporated into the approved shell.

Appendix A

Per the CCSE Digital Learning Policy, courses must undergo re-review every three years. **If the course is updated sooner, it might trigger a re-review.** See below for examples to guide your re-review decision. If in doubt, consult your unit leader.

Examples of changes that would trigger a re-review include but are not limited to:

1. Changing or stopping requiring a textbook unless it does not require changes in the online content.
2. Changing the course description and/or outcomes.
3. Significant alteration in the topics or content, roughly equivalent to a change in more than one-tenth of the original material.
4. Removing an assessment or assessments that count more than 10% of a student's grade.

Examples of **fully accessible** changes that would not trigger a re-review include but are not limited to:

1. Assessing an outcome using a home assignment instead of a quiz.
2. Recording a video or an additional video for course modules.
3. Changing questions on the exams and home assignments. This is the instructor's job, and the instructors are encouraged to do it to prevent plagiarism.
4. Using the new textbook edition unless the changes are significant.
5. Improving teaching materials, for example, slides, to enhance the coverage of approved topics.