

## Office of Faculty Development Online Course Development and Teaching Guidelines

### Definitions

*Web enhanced course:* a face to face course that utilizes Canvas for certain activities, i.e. to post syllabi, lecture notes, study materials, or for periodic assessments, etc.

*Hybrid/Blended course:* a course where a portion of the weekly contact hours are delivered via the Internet and a majority of the weekly contact hours are delivered face to face.

*Online course:* a course that is delivered 100% via the Internet.

*Instructional technologist:* highly trained staff member who specializes in the planning and technical design of online courses.

*Instructional Designer:* highly trained staff member who assists in the online training of students and faculty and is responsible for monitoring quality assurance processes.

*Developers or Instructors:* faculty members with subject matter expertise.

### Overview

The Office of Faculty Development is committed to enhancing and improving online education at FSU by providing high quality training and support to faculty members developing and teaching online, web enhanced courses. Our mission is to ensure integrity and quality in all courses utilizing the online and hybrid environment at FSU.

The development of online courses should be limited to courses already approved through the process set forth by UNC General Administration in the face to face format. All faculty who seek to teach online courses must complete the FSU Online Teaching Orientation Certification training process **PRIOR** to teaching in the online environment(s).

Instructors and OFD technology personnel should collaborate closely throughout the process to ensure high quality and integrity in online courses. The end result will be courses that offer the same rigor, standards and student satisfaction as face to face courses.

### Rationale

In order to comply with SACS standards for distance education and to meet the increasing demand for online courses, it is critical that FSU train and support its faculty in developing and teaching high quality online courses. This training and support will enable faculty members to effectively integrate and implement new technologies into their courses to enhance their online course management and teaching skills. It will also support FSU's priorities of increasing student enrollment, retention and satisfaction in online courses. Finally, high quality online courses support FSU's mission by providing educational access and opportunities to students in North Carolina, the nation and the world.

## **Online Instructor Certification**

### **Overview and Scope**

\*\*\*Please note: certification is required. Department chairs determine who teaches in the online environment.

The purpose of the certification courses is fourfold:

1. to teach instructors how to use FSU's learning management software (currently Canvas);
2. for instructors to experience an abbreviated online course from a student's perspective;
3. to prepare instructors to teach in the online environments using evidence based practices for quality, effectiveness and efficiency;
4. to familiarize instructors with Quality Matters standards and legal issues in the development/design of high quality online courses.

**Online Teaching Orientation Certification Training involves three steps: 1) training and 2) course development and 3) Quality Matters Course review.**

### **Online Teaching Orientation Certification Details:**

1. Course duration: 4 weeks
2. Fully online training
3. Facilitated

### **To become certified, instructors must:**

- a. complete all assignments, tasks and assessments in specified modules ;
- b. fully develop an online course
- c. complete the Quality Matters course review process

Other things to keep in mind:

3. The certification courses are scheduled throughout the year.
4. Instructors should register for the Online Teaching Orientation Certification training, through the OFD calendar.

## Online Course Development Procedures

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Once the training is completed, instructors should begin the course development process. **Once the certification process of training and development process is completed, instructors will not have to repeat it for future course designs.**

**Our intention is to certify instructors, not individual courses.**

1. The instructor should complete the *New Online Course Development Application Form* and acquire the required signatures from the department chair and dean.
2. The instructor should contact the Canvas Administrator in ITTS to request a development shell. Bill Gibson, @ 910.672. 1920 or bgibson@uncfsu.edu

### **Pre-Conference**

3. Instructors should schedule a meeting with the Instructional Designer and collaboratively construct a plan for the development and implementation of the new course.
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4. The instructor should thoroughly review and implement the standards from the Quality Matters rubric during the development process.

### **Mid-term Review**

1. The instructor may initiate the “mid-term review” by contacting the Instructional Designer to let him/her know a portion of the course has been developed and is ready for review. The Instructional Designer will assist and ensure that the Quality Matters standards are being implemented adequately.

### **Post-Conference**

Last updated: April 30, 2018

1. Once the course is fully developed, the instructor should contact the Instructional Designer to request one more review of the course before the online course review. All modules, assignments, discussions, assessments and the course syllabus should be completed and ready for review. The course should be so complete that it could be taught immediately after the review.
2. After the Instructional Designer completes the final review, he/she notify the instructor that the course has met all of the Quality Matters standards.

### **Online Course Review and Decision**

1. The reviewer will utilize the Quality Matters rubric to evaluate the quality of the online course. (Annotations of the standards on the rubric are available on the OFD Canvas site)
2. If the course does not pass the Quality Matters review, the Instructional designer will provide recommendations, that must be incorporated before the process is completed. If the recommendations are not implemented, the course should not be listed in Banner.
3. Once the review process is successfully completed, instructors will receive certificate of completion for their records.

### **Existing Course Evaluations**

1. Beginning in Fall 2017, departments who offer online courses will identify faculty to receive official QM Peer Reviewer Training through QM, to become Department Quality Assurance Liaisons.
2. Beginning in Spring 2018, Quality Assurance Liaisons will review a select number of their department's online courses for instructional quality during the annual Peer Review Process.