COLLEGE OF SCIENCE & MATH DIGITAL LEARNING POLICY

The College of Science and Math digital learning policy is applicable to all current and future fully online and hybrid courses. Online and hybrid courses refer to both asynchronous and synchronous courses and following is a list of scheduled modalities offered at KSU (*https://dli.kennesaw.edu/onestopshop/newtoteachonline/index.php*)

- Traditional Face-to-Face
- 100% Online (Synchronous or Asynchronous)
- 95% Online (Synchronous or Asynchronous)
- Hybrid 66% (Synchronous or Asynchronous)
- Hybrid 50% (Synchronous or Asynchronous)
- Hybrid 33% (Synchronous or Asynchronous)

College of Science and Math online and hybrid teaching policy goals:

1. Ensuring quality online and hybrid offerings from CSM courses that includes:

    a. Sustained instructor engagement

    b. Student accessibility

2. Promoting the use of evidence-based, online pedagogies.

Initial review of all online and hybrid courses:

All online and hybrid course designs will be collaboratively reviewed by the college instructional designer and the faculty course designer to validate accessibility of the instruction and sustained instructor engagement using either the Quality Matters Standards Rubric (https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf) or the Master Course Design Checklist from Digital Learning Innovations (https://dli.kennesaw.edu/resources/doc/Master_Course_Design_Checklist_08052021.pdf). If using the QM rubric, each course should meet all 3-point standards and earn a minimum score of 84. If using the DLI Checklist, each course should meet all of the checkbox standards. If the instructional designer and the faculty member cannot agree on the scoring, the Associate Dean for Academic Affairs will collaborate with the college Distance Learning Coordinator to review the course design and mediate. Once a course meets the college quality requirements, the instructional designer will contact CIA and

submit the necessary documentation to update the institutional database of compliant courses. A course must be on the institutional database in order to be offered in a given semester.

Course Re-review of all online and hybrid courses.

Courses must be re-reviewed using the same criteria stated above every 3 years. Multiple course designs for one course may be approved and courses scheduled online, or hybrid must use an approved course design. Courses that are not successfully re-reviewed will be removed from the institutional database.

Deadlines for course reviews-

All courses offered online or hybrid must be approved and listed on the institutional database prior to student registration for a given semester (March for Summer and Fall, October for Spring). Faculty course designers should allow for at least a month to complete the review process and should plan their course development accordingly.

New Course Development

Department Chair or Dean (or the Dean's designee) approvals are required for all new online or hybrid course development. The CSM Distance Learning Coordinator and CSM instructional designer are available for faculty course developers to help with web accessibility guidelines, sustained instructor interaction, and other best practices for online learning prior to review submission.

Requirements for teaching online and hybrid courses

1. The department chair is responsible for ensuring that faculty are trained to teach online and hybrid courses. New instructors looking for training can work with the Digital Learning Innovation team (https://dli.kennesaw.edu).

2.The courses have been approved and are on the institutional database of compliant courses.

Course Maintenance.

Instructors may adjust or update an instance of an approved course design as fitting for the semester context and student body. Adjustments must not modify alignment or other guidelines as set out by the initial review criteria. Instructors who adjust or update course designs are responsible for maintaining accessibility and sustained instructor interaction.