

English Department Online Course Development Policy

Approved February 22, 2012

Revised Fall 2015

Development of any online English course must be approved by the Department Head, in consultation with appropriate program committee, and must follow the policies and procedures of both the department and the College of Arts and Sciences.

Once developed and approved, online courses are subject to all normal expectations of that same course as it would be taught face-to-face: meeting its articulated learning outcomes, undergoing assessment as appropriate, administering student evaluations, being observed on the appropriate schedule for that instructor, and so forth.

What English courses can be developed in an online format?

Normally, only undergraduate English courses which have already been approved and published in the current Bulletin can be developed for online teaching. In some circumstances, however, there may be reasons to develop a course specifically designed for online delivery. In such cases, the faculty member should consult beforehand with the Department Head and the relevant program committee, which would consider the course as it would a new face-to-face course.

Who can propose and carry out online course development?

Any member of the permanent faculty can propose and, if approved, carry out this development, with these additional expectations.

(a) If the course is a lower-division course that is frequently, or most often, taught by teaching assistants and lecturers, then the Associate Head and the Director of Composition should consult with the proposing faculty member and the Head to determine whether this course is appropriate and viable as an online offering. In these cases the development process should normally include several experienced teachers of the course from those ranks, with the Associate Head and/or Director of Composition (as directed by the Head) overseeing the development process.

(b) If the course is a major-level course with a number of frequent instructors among the permanent faculty, the faculty member is strongly advised to consult with these individuals about the design of the course.

What are the department procedures for approval of development?

The faculty member developing, or leading the development of, the course should prepare a proposal for development that includes: a rationale for online offerings of this particular course; an initial syllabus that demonstrates how online instruction could be carried out for this course, and that includes all of the required elements of the course (for instance, the course's learning outcomes); and a time-line for development. This proposal should be discussed by the appropriate program committee (with reference to a brief rubric identifying crucial elements of an online course), revised if necessary to address committee concerns, and sent forward to the Head with a recommendation from the committee. The Head will then decide whether to approve the course.

How much time does the process of approval and development normally take?

Faculty interested in developing an online course should allow at least a semester for the departmental approval process, and another semester for completion of development.

Does the proposal need to be approved by College or University curriculum committees?

Yes, to move a course approved for face-to-face offering to online is a change in the mode of delivery. Form D, Routine Course Change, must be submitted to the College Curriculum and Teaching Committee; the form will be then forwarded to the Undergraduate Curriculum Committee.

What external resources are available for online course development?

According to current College policy, faculty may develop an online course within Canvas on their own. Faculty may also seek the assistance of DCL in developing courses. Faculty who are considering development of an online course should engage the Department Head early on, so that the mechanisms and challenges of such development are well-understood by the faculty member throughout the process, and so that the faculty member can decide whether to submit the request for DCL support.

Once a course is developed, who determines when it will be scheduled and who will teach it?

Because this is an ENG course, the English Department Head schedules and assigns any online sections just as the Head would face-to-face sections, and these sections will be taught by English Department instructors. If the College requests additional sections of an online course to meet growing needs, these additional sections will be funded through the usual processes of budget requests, and might include funding for current teaching assistants and/or lecturers, or new assistantships, as agreed on at that time.

Will the developed course be subject to later review?

Yes. Once an online course has been developed and offered, it will be reviewed every three calendar years by the appropriate English Department program committee. The program committee will recommend (a) that the current course design is satisfactory, (b) that the current course design needs revisions (with recommendations for that revision), or (c) that this course has proven unsuitable for online offerings and should be closed. The Head will determine the final result of the review.

What else does a faculty member developing an online course need to know?

- Currently all online courses are offered in the Canvas environment. Proposing faculty members are expected to be proficient in the use of Canvas and with online instruction, even if of a primarily face-to-face class, in that venue.
- Courses can be built with elements/units that can be turned off and on, so that content, assignments, etc. can be tailored to later instructors.
- Even when a course is normally taught by one or just a few instructors, the course development should aim to create a reasonably open, flexible structure that can

accommodate the addition or subtraction of certain elements or functions as other/later instructors may wish.