

Online Course Policy
UNCG Department of English
Approved February 22, 2012
Revised Fall 2015, Spring 2021

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 the department, the College of Arts and Sciences, and the University.

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.

Graduate courses will be delivered in an in-person format. Under extraordinary circumstances, a general exception may be made by the Department Head in consultation with the Director of Graduate Studies.

What are the department's procedures for approval of online versions of a course?

The faculty member developing the course should prepare, for departmental consideration, 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 a representative sample of course materials (discussion boards, quizzes, modules, pages, assignments, etc.) through which the course will be delivered. These materials will be considered by the appropriate program committee and forwarded to the department for approval, as would be the case for any new course.

In addition, the faculty member will complete the C-RAC and Quality Matters Checklists, which are available in the College of Arts and Sciences "Curriculum Guide." These checklists allow the Head to verify that the course meets appropriate standards for online course delivery.

In developing the online course, faculty are encouraged to take advantage of College and University resources, and to consult with faculty in the department who have developed and taught online courses.

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. The Head will upload the C-RAC and Quality Matters Checklists to Courseleaf, and the course will follow the normal course-approval process.

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.

Currently, most or all summer session courses will be taught online. For Fall and Spring Semesters, the department will normally offer online a maximum of 15% of courses at the 100- and 200-level, excluding ENG 211, 212, 213, 251, and 252. For Fall and Spring Semesters, the department will normally offer online a maximum of 10% of courses required for the major (ENG 211, 212, 213, 251, and 252, and all courses at the 300-level and above).

For Fall and Spring semesters, academic professionals and tenure-line faculty should expect to offer at least 90% of their courses (in fall and spring semesters) face-to-face over a 5-year period. Graduate TAs and full-time lecturers should expect the majority of their assigned classes to be conducted face-to-face, with the knowledge that exceptions will arise due to the department's varying scheduling needs. Exceptions can be made under extraordinary circumstances.

What should students expect regarding the department's online course offerings?

Although students can expect regular online course offerings (as described above), they should not expect that online degree completion will be possible. Further, they should not expect that a secondary mode of delivery will be accessible for any course. In extraordinary circumstances, a student may be provided a secondary mode of accessibility (accessing a face-to-face course online, for example), but this is solely at the discretion of the instructor and should not be regarded as an expectation.

What intellectual property rights do faculty own for online course materials?

According to the "Copyright Ownership and Use Policy," faculty own copyright for materials developed for "Traditional Works or Non-Directed Works," which would cover most online course development situations. However, "the University, where practical, shall be granted a Shop Right." ("Shop Right" is defined as "a non-exclusive, nontransferable, royalty-free license to reproduce, distribute, publicly perform, publicly display, or make derivative works of the copyrighted work, for educational or research purposes only.") For Traditional Works "Involving Exceptional Use of Institutional Resources," and for "Directed Works" (work performed in response to a written order), the University owns copyright, although, in the former instance, "the University finds that in most cases it is to the benefit of the University to waive its claim to ownership of such works subject only to retention of a Shop Right, and, therefore a request for waiver by the author will normally be granted," and, in the latter, "The University may release or transfer its copyrights to the work's creator under a written agreement negotiated between the creator and the University." For more information, see the "Copyright Ownership and Use Policy."