

Distance and Blended Learning Committee

November 11, 2022

3:00 p.m. on Zoom

Committee Members in Attendance: Will Mackintosh, Melody Denhere, Janie Lee, Mukesh Srivastava, Jerry Slezak (ex officio), Victoria Russell (ex officio)

- I. Call to Order
- II. Updates on Chair Activity
 - a. Emergency Approvals
 - i. The following course was reviewed and received emergency approval for Summer 2023 only (chair review by Mackintosh):
 1. EDUC 539 (Peck)
- III. Policy Discussions
 - a. Review of official UMW policy (Jerry Slezak)
 - i. The Committee reviewed and approved revised D&BL Policy Recommendation document (Attached).
- IV. Consideration of Applications for Summer 2023
 - a. The following 28 courses received full approval:
 - i. BUAD 350 (Oxford)
 - ii. CPSC 340 (Finlayson)
 - iii. ECON 202B (Dhar)
 - iv. EDLS 541 (all instructor)
 - v. EDSE 250 (all instructor)
 - vi. EDSE 533 (all instructor)
 - vii. EDSE 535 (all instructor)
 - viii. EDUC 290 (all instructor)
 - ix. EDUC 373 (all instructor)
 - x. EDUC 385 (all instructor)
 - xi. EDUC 388 (all instructor)
 - xii. EDUC 520 (all instructor)
 - xiii. EDUC 535 (all instructor)
 - xiv. ENGL 202L (Levin)
 - xv. FREN 105 (DiLauro)
 - xvi. GBUS 529 (Chen)
 - xvii. MATH 110 (Helmstutler)
 - xviii. MATH 110 (Konieczny)
 - xix. MATH 121 (Konieczny)
 - xx. MATH 122 (Lee)
 - xxi. MGMT 490 (Chen)
 - xxii. MKTG 471L (Gentry)
 - xxiii. RELG 104 (Barry)
 - xxiv. SPAN 101 (Martinez Mira)
 - xxv. SPAN 102 (Martinez Mira)
 - xxvi. SPAN 105 (Orozco Watrel)

- xxvii. SPAN 201 (Martinez Mira)
 - xxviii. SPAN 202 (Martinez Mira)
 - b. One course was sent back.
- V. Approval of Minutes
 - a. These minutes were approved by email during the evening of Tuesday, November 15, 2022.

Adjourned at 4:12 p.m.

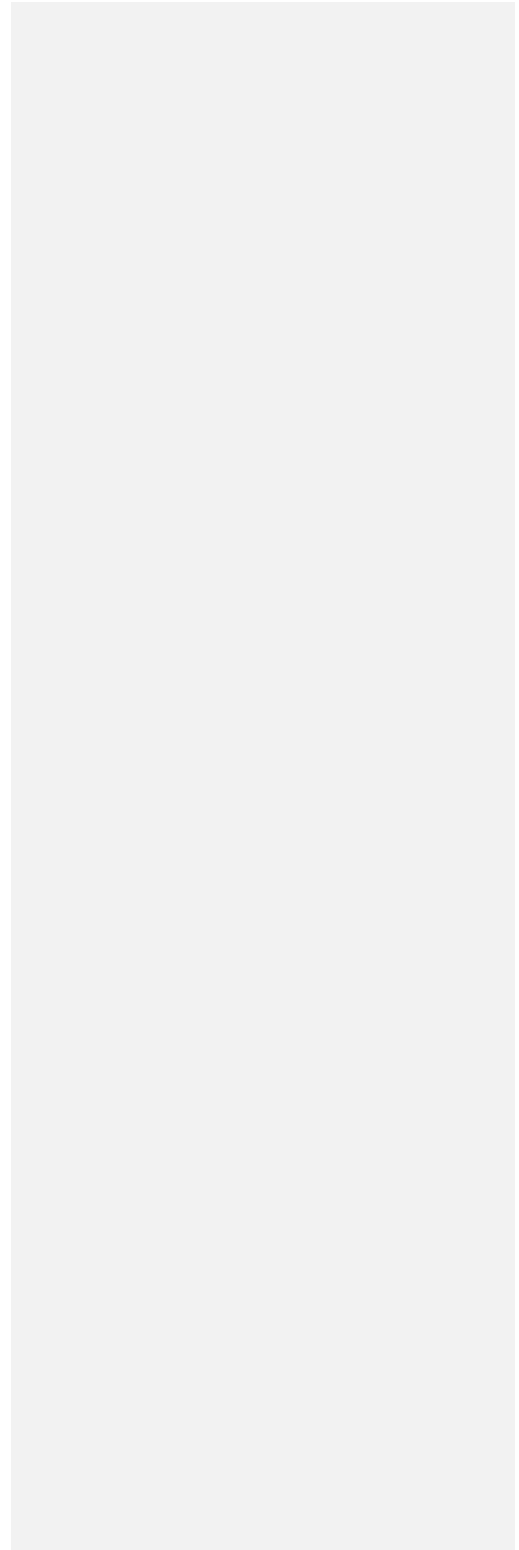
Respectfully submitted,
Suzie Kim, secretary

Online Course Authorization Policy Revision Recommendations
 Approved by the Distance and Blended Learning Committee on 11/11/22

* POLICY NAME:	ONLINE COURSE AUTHORIZATION
* POLICY TYPE:	Presidential Policy - University Academic Policy
POLICY #:	D.6.9.
*STATUS:	Active
*CONTACT OFFICE:	Office of the Provost
*OVERSIGHT EXECUTIVE:	Provost
*APPLIES TO:	All academic units and programs
*PURPOSE:	The purpose of this policy is to establish the procedures required for reviewing and approving an online course before it is offered.
DEFINITIONS:	An online course is one in which majority of the instruction in the course (interaction between students and instructors and among students) occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or other similar electronic means for transmission of course content over a distance.

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 "Modes of instruction and communication are by technological means, now known or hereafter developed."

*POLICY STATEMENT:	Online courses offered by the University of Mary Washington should incorporate the five liberal arts and sciences values: community, interactivity, active learning, reflection, and self-directed learning. To that end, online courses are reviewed by a faculty committee that exercises oversight of the curricular design and pedagogical features employed in the online environment. Additionally, all online courses are to be administered through the University's enterprise learning management system (Canvas) or via an approved alternative system that (a) ensures that the student who registers for the course is the same one who participates in the course and completes coursework, (b) protects the privacy of students in the distance education course, and (c) explains any additional fees or charges associated with the cost of verifying student identity.
PROCEDURES:	



<p>* General Procedures for Implementation</p>	<ol style="list-style-type: none"> 1) All courses proposing to use an online format must be approved by the University Distance and Blended Learning Committee, a faculty committee reporting to the University Faculty Council. This committee receives proposals from faculty and reviews the learning outcomes, objectives, and online environment(s) for the proposed course. The goal of this review is to ensure that the design and curricular components of the online course will incorporate the values of a liberal arts curriculum: community, interactivity, active learning, reflection, and self-directed learning. 2) After a proposed online course receives approval from the Distance and Blended Learning Committee, the faculty member must submit the <i>Online Course Authorization Form</i> to the Office of the Registrar. The form must be submitted with all required signatures and must be received by the Office of the Registrar before the course is listed on the course schedule. 3) The default expectation is that online UMW courses will be offered through Canvas, the University's enterprise learning management system. Because Canvas requires a secure UMW login and password authenticated against the University's active directory, it fulfills the federal requirements for verification and privacy and does so at no additional cost to students. 4) If the instructor wishes to use a system other than Canvas to manage the delivery of an online course, the instructor must submit the "Alternative Approach for Online Course Authorization" (which is page two of the <i>Online Course Authorization Form</i>). On this form, the instructor explains: <ol style="list-style-type: none"> a) How the alternative approach will verify that the student who registers for the course is the same one who participates in the course and completes coursework; b) How the alternative approach will protect the privacy of students in the distance education course and how these procedures will be conveyed in writing; and c) Whether the alternative approach will involve any additional fees or charges associated with the cost of verifying student identity and, if it does, states how these costs will be explained in writing to students. 5) Required approvals: <ol style="list-style-type: none"> a) For online courses administered via Canvas, the course instructor prepares the <i>Online Course Authorization Form</i>, the Department Chair signs the form, and the completed form is sent to the Office of the Registrar. b) For online courses administered through a system other than Canvas, the course instructor prepares the "Alternative Approach for Online Course Authorization" (which is page two of the <i>Online Course Authorization Form</i>) and the following persons must all approve of the alternative approach: the Department Chair, the College Dean, the Provost, and the Chief Information Officer. Following all approvals, the completed form is sent to the Office of the Registrar.
<p>* Process for Developing, Approving, and Amending Procedures:</p>	<p>The Provost's Academic Affairs Council would initiate any changes in the portions of this policy having to do with SACS-COC and federal requirements involving distance education courses. Changes to the process for reviewing curricular content and approach of online courses would move from the University Distance and Blended Learning Committee and then to the University Faculty Council.</p>
<p>* Publication and Communication:</p>	<p>The Provost is responsible for ensuring that the faculty, the deans, and the directors/chairs of college-level units are aware of the requirements for securing approval of online courses. The policy shall be published in the University Policy Manual. Beginning with the spring 2013 semester, the Office of the Registrar will</p>

Commented [J(2)]: Shorten this sentence to the following: "The goal of this review is to ensure that the design and curricular components of the online course will incorporate the values of a liberal arts curriculum."

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	maintain a file of all approved <i>Online Course Authorization Forms</i> received.
* Compliance Monitoring and Reporting:	The Provost, as chief academic officer, has the responsibility to ensure that all college-level units of the University consistently meet requirements for approval of online courses.
RELATED INFORMATION:	
Policy Background:	The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) requires that an institution offering distance education classes meet certain requirements as identified in the Principles of Accreditation. This is one of several federal government requirements that affect an institution's eligibility to participate in programs offered under Title IV of the Higher Education Act.
* Policy Category:	Academic Affairs
Category Cross Reference:	
Related Policies:	
HISTORY:	
* Origination Date:	September 2010
* Approved by:	Online course authorization process was approved by Provost's Academic Affairs Council; process for review of online courses was approved by the University Faculty Council.
* Approval Date:	April 2012 (University Faculty Council) and June 2012 (Provost's Academic Affairs Council)
* Effective Date:	Spring Semester, 2013
* Review Process:	Because this policy responds to requirements of SACS-SOC and the U.S. Federal Government, review of it will commence when the institution is notified by SACS-COC of policy changes that would necessitate review by institutions of their approaches to ensure compliance. If required, review would begin with the Provost's Academic Affairs Council, move to the University Academic Affairs Committee, to the University Faculty Council, and then to the Rector and Board of Visitors (if necessary).
* Next Scheduled Review:	As needed
Revision History:	

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