I. SCOPE OF POLICY/DEFINITIONS

This policy addresses a variety of issues related directly to the development and teaching of E-courses and ADS Courses for credit. Resources the University will provide to course developers and instructors are addressed as well. E and ADS courses will be subject to the same policies that apply to traditional courses unless specifically addressed in this policy.

**ADS Course** - A course involving alternative delivery of instruction that may include electronic delivery for up to 80% of the course content. Instructors may require students to attend onsite or synchronous class sessions and/or to take onsite examinations. Typically no more than five class meetings may be required during a semester. This does not include courses that have traditional delivery but non-traditional scheduling such as early start, late start, weekend, evening, early morning or concentrated short courses.

**E Course** - A course using remote electronic delivery for 100% of the course content. No onsite or synchronous class sessions may be required during a semester, however proctored exams arranged locally, library research, or other activities may be required.

All newly developed courses will be created and accessed by students using the official course management system.

II. POLICY

An orientation to WebCT Vista and online courses at WVU Parkersburg will be offered to students registering for E/ADS courses. The orientation will be held prior to the beginning of the semester.

A. Enrollment and Access

**WebCT Enrollments** – Faculty are responsible for reporting any students who are registered for courses through the Records Office but are not listed in their WebCT course gradebook to the WebCT support staff. In order to ensure compliance with FERPA, faculty are responsible for denying course access to students who have withdrawn from courses in WebCT.

**Technology Requirement** – All students registering for an E-Course must have access to a computer with Internet access, a web browser (courses may require a specific version, variety and configuration), an e-mail account and other software necessary to complete course requirements. Students registering for an ADS course may need a computer with Internet
access and software necessary for course requirements if there is an electronic component. These requirements will be specified in the course schedule as well as the course syllabus.

**Computer Literacy Requirement** - Students registering for an ADS course may need basic computer literacy skills. Students registering for an E course must possess basic computer literacy skills to include e-mail, creating attachments, word processing and downloading with additional skills as determined in the course schedule and course syllabus. Students will be made aware that faculty and lab technicians will not provide help time on these basic skills, however, the institution will make student training in basic skills available on a periodic basis.

Proctoring – Students in E-courses may be required by the instructor to use an approved proctor or proctoring facility to take examinations. The student will also be responsible for paying any fees required by the proctor. Procedures for exam proctors and validation will be specified in the course syllabus. Students will acquire a proctor and receive faculty approval prior to the first exam.

**B. Course Approval, Content and Evaluation**

**Courses Offered** - Existing courses that are converted to E-courses must meet the same content standards as courses offered on campus and should also strive to meet SREB Best Practice standards for online education. New courses will follow the same procedures that any other college course must follow in terms of division and college-wide curriculum committee approval or procedures in place for special topics courses.

SREC Courses – Faculty who teach courses that are selected to be offered by the college on the Southern Region Electronic Campus (SREC) will be required to meet the SREC protocol requirements:

- Meet the Electronic Campus Principles of Good Practice and Common Standards
- Complete the answers to the Principles of Good Practice 8 Questions document
- Provide a syllabus for the course to be taught (generic syllabus is not acceptable)
- Teach the course electronically for the college at least once prior to SREC inclusion

**Course Timetable** – E and ADS courses may parallel the semester schedule for regular courses or they may differ from regular semester courses in the start of end dates. The course syllabus for each individual class and the Schedule of Courses will indicate the beginning and ending date.

**Course Content** - The only difference between an ADS or E course and the equivalent traditional course will be the delivery mode. ADS and E courses will meet the same standards as traditional courses, including compliance with copyright, fair use and TEACH Act guidelines.

**Course Evaluation** - E and ADS courses must adhere to the institutional course evaluation policies and procedures for traditional courses. Courses that are delivered in part or in total by electronic means will use a modified evaluation form that is appropriate for this type of delivery.

**Course Schedule** - An ADS/E section will be created in the printed version of the main course schedule to list all electronic courses. The courses will also be listed in the discipline appropriate section of the schedule. The course schedule will list ALL technology and literacy requirements for the scheduled courses.
Course Enrollment Limits – The division will determine the enrollment limit for E and ADS courses. It is noted that E courses are labor intensive, therefore, enrollment should not exceed 25.

Faculty Load – E and ADS courses may be offered either as part of a regular load, overload or by part-time faculty. Full-time faculty members may not teach more than 2 E courses as part of their normal course load unless the entire program is an online program. Courses may be taught as an overload with overload limits as per traditional courses (6 credits). All faculty assigned to teach online or electronic enhanced ADS courses must possess sufficient computer literacy skills and skill in using the official course management system. Possession of skills in the delivery of course content using distance technologies should be considered a criterion in the hiring of faculty for E-courses.

C. Support

Faculty Support - Academic and technological support will be provided for faculty teaching and developing ADS or E courses. This support will include formal workshops, one on one support, and tutorials.

Student Support – The institution will make available, on both campuses, periodic instruction in basic computer literacy to facilitate students’ ability to enroll in E and ADS courses. Training in the official course management system will be provided periodically and made available at both campuses and online. Technical support for students taking E and ADS courses will be available in the computer lab during regularly scheduled operating hours.