DISTRIBUTED LEARNING POLICY
FAM 827.3

Preamble

The central tenet of this document is to preserve and protect the academic quality of courses offered through California State University, San Bernardino. The university seeks to preserve academic freedom, encourage innovation and instruction and support the faculty's collective responsibility to ensure the academic quality and integrity of the University's courses, programs and degrees. Distributed learning may allow the University to more fully achieve its mission by addressing such factors as the large service area, dispersed student population, expected enrollment growth and limited space on campus. In all circumstances, academic excellence takes precedence over managerial or economic efficiencies (Attachment 3).

Definitions

Distributed learning in this document means any mode of electronically mediated instruction where class members are not, nor are expected to be, in the same physical location as the instructor during the regularly scheduled class time.

For this document, the specific distributed learning definitions are designated by the Chancellor's Office and placed into the course schedule by Academic Scheduling (see Appendix I).

This policy does not apply to off-campus, on-site, live instruction, which is covered in FAM 819.5 *Off-Campus Courses Offered as a Part of the Regular College Program*.

This policy shall apply to all credit-bearing courses and programs offered through distributed learning by California State University, San Bernardino. Nothing in this policy shall imply that distributed learning is a preferred or required mode of instruction

A. General Principles Applicable to the Distributed Learning Policy

1. The campus will adhere to regulations for distributed learning provided by the appropriate accreditation bodies (WASC, et al.).

2. Distributed learning courses (hybrid and fully online) and programs shall be consistent with the educational mission and practices of the department, college, and the University.

4. Tenure-track faculty are essential to the academic integrity of any program including those offered via distributed learning. Academic content should be developed and delivered under the direction of the CSUSB tenure-track faculty. The individual faculty owns the course materials, unless there is a contract specifying otherwise.

5. No faculty member shall be compelled (directly or indirectly) to teach via distributed learning without his/her consent. This component of the policy shall not apply to off-campus, on-site, live instruction (see FAM 819.5).

6. Admissions criteria to credit-bearing classes and programs shall be comparable for students on and off campus. Some programs may have unique admissions criteria.

7. Students and faculty shall have appropriate access to the University library resources and services.

8. The University shall offer appropriate training and support services to faculty teaching distributed learning courses, using various learning modalities, including online and face-to-face options. All university computers and technologies should be updated regularly.

9. The University shall offer appropriate training and support services to students taking distributed learning courses, using various learning modalities, including online and face-to-face options.

10. Faculty and students have a right to know the modes of delivery and technological requirements of each course, program and degree offered by the University. Students shall have access to this information before enrolling in a course or program, subject to the provisions in section B.2 below. The Mode of Instruction cannot be changed after registration for classes has started unless the applicable Chair and Dean approve in extraordinary circumstances.

> 11. "Faculty should make reasonable efforts to ensure that technology requirements for successful completion of the class are appropriate.
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> 12. Faculty teaching hybrid courses should stipulate as soon as possible before the course commences, the approximate number of face-to-face sessions that are to be replaced by online sessions or activities. If course management (for example, faculty assignment and scheduling) makes it impossible to inform students before they have enrolled, students shall be informed of the approximate number of face-to-face versus and online

sessions or activities in the syllabus. Students shall have access to this information as soon as is reasonable before beginning a course.

13. Unless otherwise explicitly stated, current University policies and procedures also apply.

B. Curriculum and Instruction

Technology is changing quickly and influencing the development of new models of teaching and learning. At the same time, these new technologies are playing an increasingly important role in society. The university, its faculty, staff, and administration work to ensure that these new technologies promote CSUSB's standards of academic excellence.

1. Since the curricular process approves the content of all for-credit new courses, new courses taught in a distributed learning format (see definition in preamble) must first go through the regular curricular approval process.

2. In the case of existing courses, approval for the use of distributed learning is within the purview of the department/school and/or program subject to the principles set forth in this Policy.

3. In the event of a complaint or a dispute regarding the delivery mode of any course, the department chair/school director and/or college dean will conduct a review that follows university procedures and expressly takes into account the principles listed in this Policy.

4. At the program level, quality of courses is the purview of the program in which the course resides and periodic program reviews by departments and programs should be undertaken to evaluate and ensure the effectiveness of instruction of distributed learning courses. Care should be taken to abide by the standards established by the appropriate accrediting agencies. Programmatic use of distributed learning may constitute a "substantive change" in the program, as defined by WASC, and necessitate a WASC review. Other accreditations may also be affected, as well as the availability of federal financial assistance under Title IV of the Higher Education Act.

5. The university shall not contract with any private or public entity

- to deliver distributed learning courses or programs to that entity without the prior approval of the relevant department/school or program,

- for such entity to deliver distributed learning courses or programs to CSUSB without the prior approval of the relevant department/school or program, nor

- to deliver that entity's distributed learning courses or programs in place of or in addition to CSUSB courses without the prior approval of the relevant department/school or program.

C. Faculty

1. The development and utilization of distributed learning must not be used to reduce or eliminate tenure-track faculty positions.

2. A faculty member may choose to offer office hours electronically after consultation with and approval of the department chair/school director and dean.

3. Class size and faculty workload will be determined by the college dean after consultation with the faculty member and the department chair/school director, and must take into account the level of interaction between faculty and students.

4. Because distributed learning may involve the use of technologies and teaching methods which require specialized training, the faculty member engaged in distributed learning is responsible for making use of the university-offered resources and training where appropriate.

D. Support for Distributed Learning: Facilities and Resources

1. Consistent with the mission of CSUSB, the university must provide funding for distributed learning as appropriate without impairment of resources for other modes of instruction.

2. The university shall provide appropriate information, support and training to faculty for compliance with the Americans with Disabilities Act. The university will provide the same level of support to students regardless of modality.

3. Faculty choosing to use non-university-supported resources (e.g. third-party servers, non-university-supported software) must state in their syllabus that the university will not provide technical support for those resources and that the university does not endorse any products which may be advertised through those resources. These faculty are responsible for compliance with all principles of this policy, including, reasonable, technical support for students. Faculty who use university supported

resources shall not be held responsible for technical support of these resources.

4. University policies concerning evaluations of teaching effectiveness and outcomes assessment also apply.

E. Support for Distributed Learning: Student Services

1. The Office of Academic Technologies and Innovation (or designee) will handle student questions and refer students to appropriate available services for distributed learning.

2. The university must provide:

- access to the range of student services appropriate to support distributed learning courses including admissions, financial aid, academic advising, delivery of course materials and placement and counseling;

- adequate means for resolving student complaints;

- adequate information about and resources for obtaining the technical competence to use the necessary technologies;

- information about access to library and other learning services;

- information about access to other available university support services;

- assistance to prospective students in understanding the nature and potential challenges of learning in distributed learning environments; and

- technical support for hardware and software.

3. Advertising, recruiting and admissions information must adequately and accurately represent the requirements and services available for distributed learning courses and programs.

F. Academic Integrity

1. The academic integrity of a course is ultimately the responsibility of the faculty member. The university must inform faculty involved in distributed learning about the variety of assessment tools, the relative level of security of these assessments and methods for limiting students' use of

unauthorized resources. The university will provide criteria for ensuring student identity.

2. The university will provide reasonable accommodation for assessment services for courses taught via distributed learning.

3. Consistent with the university policy on plagiarism and cheating, reasonable safeguards shall be in place to ensure academic honesty.

4. Faculty are responsible for adhering to CSUSB's *Intellectual Property Policy* (FAM 500.8) and Acceptable Use Policy for Electronic Communications.

G. The Academic and Distributed Technologies Committee

Membership: The Academic and Distributed Technologies Committee shall include one faculty member from each College. Members shall serve two-year staggered terms, with the possibility of one-year terms to ensure that staggering ensues. The committee shall also include, as non-voting members, the Director of the Office of Academic Technologies and Innovation, the Faculty Associate of ATI, the Dean (or designee) of the College of Extended Learning, and the Director (or designee) of the Teaching Resource Center. The Committee shall select a chair or co-chairs at the beginning of each academic year from among the voting members of the committee.

Duties:
1) The Academic and Distributed Technologies Committee will monitor policy issues that arise with regard to the University Policy on Distributed Learning and shall, as it considers appropriate, (a) refer a particular issue to one of the standing committees of the Faculty Senate for the development of a policy or (b) develop a policy on a particular issue itself and then refer the proposed policy to the Executive Committee of the Faculty Senate.
2) The Committee will monitor and report on instructional technology and distributed learning trends and issues on campus.
3) The Committee shall seek to gather and represent faculty perspectives on questions relating to teaching, learning, or researching with instructional technologies, including distributed learning and other learning technologies, and it will work with ATI to provide services and support to the faculty. Faculty are free to bring questions and requests for support to either the Committee or ATI as they choose.
4) The Committee will recommend to ATI mechanisms that will support faculty in staying current on instructional technologies and distributed learning, such as opportunities for training, experimenting with emerging technologies, and support from instructional designers.
5) The Committee will be responsible for gathering feedback from faculty on the effectiveness and usability of the instructional technologies employed.

H. Annual Report

The Academic and Distributed Technologies Committee shall oversee the production of an annual distributed learning report will be made available to the university community. The Office of Academic Technologies and Innovation shall produce the report. The report shall discuss the state of distributed learning at CSUSB, including campus trends for online courses. Specific topics and issues to be addressed are, among others, distributed learning growth trends, the nature of hybrid courses, department and program online activity summaries, faculty workload issues, student and faculty perceptions of quality, and future directions.

Appendix 1 – Chancellor Office Coding

Additional Instruction Modes have been implemented and Learning modes will be delivered by the Common Management System Division of the Chancellor's Office and will be required for all class sections effective fall 2015. These include:

- **OL** - Online Class Section. Some campus meetings may be required for orientation, mid-term, final exam. No instructional face-to-face meetings (coded Learning Mode 03 – considered 100% online).

- **FO** – Fully Online Class Section. Class section in compliance with AB386. No campus meetings required, no designated day/time for synchronous interaction with instructor. (coded Learning Mode 01 – considered 100% online). Class section also requires an additional Course Attribute row of Fully Online/AB-386

- **HO** – Hybrid Online Instruction with Synchronous Classroom Instruction Component. Hybrid course section where online is the method of instruction but a specific day and time is scheduled for the term. Students may need to come to campus occasionally on the designated day and time and/or participate in a synchronous format/interaction with the instructor during the designated day/time (coded as Learning Mode 05 – considered 100% online).

- **HC** – Hybrid Classroom Instruction with Online Instruction Component. Hybrid course section, students are required to participate on-campus/face-to-face in a designated classroom on a specific day and time in addition to an online instruction component (coded Learning Mode 06 – considered as hybrid with percentage online instruction less than 80%)

- **CO** – CEL Online. College of Extended Learning Online. Used by the College of Extended Learning to differentiate between main campus and College of Extended Learning online class section offerings (coded Learning Mode 03 – considered 100% online)

- **CM** – CourseMatch Class Section. For courses that have been approved for CourseMatch. No campus meetings required, no designated day/time for synchronous interaction with instructor. (coded Learning Mode 01 – considered 100% online). Class section also requires an additional Course Attribute row of Fully Online/CourseMatch

- **OC** – Class Section Located Off-Campus. Face-to-face instruction required at an on off campus location identified on the Meetings page for the section (coded Learning Mode 09 – considered 100% face-to-face).

- **P** - Classroom Instruction. Standard instruction with face-to-face meetings. Supervision courses, unless specifically designated otherwise, are also coded as

P (coded Learning Mode 09 – considered 100% face-to-face).

- **TO** - Televised Class Section-Origination Site. Class section   broadcasting in synch with PDC class section (coded Learning Mode 09 – considered 100% face-to-face).

- **TR** - Televised Class Section-Receive Site. Class section receiving broadcast in synch with PDC class section (coded Learning Mode 09 – considered 100% face-to-face).

- **Z** - Zero Units Instruction, use for courses without units (for non-resident graduate tuition calculation– coded Learning Mode 09 – considered 100% face-to-face although zero unit courses are not reported in APDB).