

POLICY ON ONLINE AND HYBRID INSTRUCTION (Online Policy)

(This policy supersedes Policy Statement 03-11.)

This policy statement was recommended by the Academic Senate on January 30, 2020.

and approved by the President on February 4, 2020.

1 INTRODUCTION

The purpose of this policy is to ensure continuity in delivering high-quality education across all courses and programs using online or hybrid modes of instruction at California State University, Long Beach (CSULB). Where referenced in this policy, online is defined as internet-based.

2 MODES OF INSTRUCTION

Modes of instruction for all courses must be identified in the CSULB Schedule of Classes. Modes of instruction are defined as follows:

- 2.1 Synchronous Instruction: Learning activities where the instructor and students participate at the same time, typically on a set schedule.
- 2.2 Asynchronous Instruction: Learning activities where the instructor and students participate at different times, typically within a specified time frame.
- 2.3 Face-to-Face Instruction: Courses for which essentially all classroom instruction occurs synchronously at a location where both the instructor and students are physically present. Arrangements for classes missed due to sick leave, personal holidays, or travel authorized by the University do not count towards online out-of-class work. For such missed classes, instructors shall refer to regulations and guidelines of Faculty Affairs.
- 2.4 Online Instruction: Courses that have all class meeting time replaced with online work, such that students do not meet face-to-face for any learning activities; online courses may include both synchronous and asynchronous instruction
- 2.5 Hybrid Instruction: Courses where the mode of instruction meets neither of the definitions in 2.3 and 2.4. Hybrid courses combine face-to-face instruction with online out-of-class course work and may include both synchronous and asynchronous instruction.

3 CURRICULUM

Responsibility for intellectual content of the curriculum and its constituent courses in all modes of instruction resides with the faculty—as individual instructors and as members of department and college committees, the several faculty Councils, and the Academic Senate.

- 3.1 Course Syllabi and Standard Course Outlines: Syllabi and standard course outlines for online and hybrid courses must conform to CSULB policy 11-07 *Course Syllabi and Standard Course Outlines*; syllabi must indicate the mode of instruction for each class section. The mode(s) of instruction listed in the SCO must be approved through curriculum approval processes of the department and college.
- 3.2 Class Scheduling: Students must be notified before instruction begins about any hardware, software, or internet access requirements for participation in online learning activities, and whether such activities will be synchronous or asynchronous. Online or hybrid courses that require synchronous activities must be scheduled in compliance with CSULB policy 17-07 *Class*

Scheduling to minimize conflicts in student schedules; meeting times must be indicated in the CSULB Schedule of Classes. The mode of instruction for each class must be published on the schedule of classes prior to student registration.

- 3.3 Faculty Office Hours: Faculty office hours associated with online and hybrid courses must be in a format appropriate to the mode of instruction and scheduled in compliance with CSULB policy 14-15 *Faculty Office Hours*.
- 3.4 Course Enrollment Limits: As with face-to-face courses, enrollment limits for online and hybrid courses will be determined by departments and/or colleges, commensurate with guidelines in the CSULB Curriculum Handbook and the delivery of high quality education.
- 3.5 Online Degree Programs: Online degree programs must comply with all relevant regulations and requirements set by the U.S. Department of Education and the Western Association of Schools and Colleges (WASC), as outlined in the CSULB Curriculum Handbook.

4 COURSE DESIGN

- 4.1 Faculty Qualifications and Support: Faculty teaching online or hybrid courses are expected to do so in accordance with quality measures of instruction authorized by the CSU. Academic Technology Services (ATS) will provide instructional design training and technical support on ATS endorsed platforms to all faculty teaching online or hybrid courses. Faculty teaching face-to-face courses that use online technology to enhance instruction (e.g., a learning management system or other online resources) may also benefit from ATS training and support.
- 4.2 Accessible Instructional Materials and Course Material Requisitions: Faculty must adhere to CSULB policy 08-11 *Accessibility and Faculty Responsibility for the Selection of Instructional Materials* in all modes of instruction. Training and support for converting instructional materials to accessible formats will be provided by the University.
- 4.3 Copyrighted Materials: Copyrighted instructional materials must be used in accordance with the CSULB University Library Copyright Policy.
- 4.4 Academic Integrity: Effective procedures to ensure that the student who registers in an online or hybrid course or program is the same student who participates in and completes the course or program and receives the academic credit must be in place, along with reasonable safeguards to prevent other forms of academic dishonesty in accordance with CSULB policy 08-02 *Cheating and Plagiarism*. Academic Technology Services will inform faculty teaching online or hybrid courses about the variety of relevant tools and methods available to them.
- 4.5 Student Support: Students enrolled in an online or hybrid course must be informed of and have access to appropriate institutional support services, including technical support (e.g., how to use the tools and features of the learning management system; how to access the information technology help system), accessibility support (e.g., how to access the University's disability support services), academic services support (e.g., an orientation to online learning; how to access library resources; tutorials or guides on conducting research or writing), and student services support (e.g., registration; financial aid; veteran's services; counseling; career services).
- 4.6 Third-Party Contractors: Any online course or program offered at CSULB through a third-party contractor must be reviewed by the appropriate College and University Curriculum Committees, and by the Provost or designee, to ensure delivery of high quality education.

4.6.1 Policy Compliance: Such courses must meet and comply with all applicable CSULB policies including but not limited to the policies mentioned in this policy: 11-07 *Course Syllabi and Standard Course Outlines*, 17-07 *Class Scheduling*, 14-15 *Faculty Office Hours*, 08-11 *Accessibility and Faculty Responsibility for the Selection of Instructional Materials*, 08-02 *Cheating and*

Plagiarism, and 12-02 *Student Evaluation of Teaching* or future revised versions of those policies.

5 INTELLECTUAL PROPERTY

Faculty have the same control and ownership of instructional materials produced for an online or hybrid course that they have with respect to face-to-face courses at the time of production, during use, and thereafter, in accordance with provisions of the CSU/California Faculty Association (CFA) Collective Bargaining Agreement and relevant CSULB policies regarding intellectual property.

6 COURSE EVALUATION

Courses must be evaluated by students in a format appropriate to the mode of instruction and in accordance with CSULB policy 12-02 *Student Evaluation of Teaching*. Analyses of student course evaluations are expected to contribute to strategies for course improvements. Evaluation of faculty teaching with respect to personnel decisions must recognize the equal validity of all modes of instruction.

EFFECTIVE: Immediately