Technology-Assisted Modes of Instruction Policy

Policy Number:	AS 01-003
Policy Administrator:	Academic Senate Executive Committee
Policy Initiator:	Academic Senate Executive Committee
Authority:	**CSU Coded Memorandum** AA-2013-03; WASC Senior Colleges and Universities Distance Education Evaluation Guidelines (https://www.wascsenior.org/content/distance-education-evaluation-guidelines)
Effective Date:	September 7, 2017
Revised Date:	
Approved AS Chair:	Chair, Tom Nordenholz
Approval Signature AS Chair:	/s/
Approved:	President, Thomas A. Cropper
Approval Signature:	/s/

Purpose:
The purpose of this policy is to ensure the academic quality of courses and programs offered using different teaching modalities at the California State University Maritime Academy (Cal Maritime). Differing modes of instruction may allow Cal Maritime to more fully achieve its mission by addressing such factors as diverse student population, expected enrollment growth and limited space on campus. The faculty has a collective responsibility to ensure the academic quality and integrity of all courses, programs and degrees. In all circumstances, excellence in academic instruction is the clear responsibility of Cal Maritime and should both inform and guide all administrative decisions.

Scope:
This policy applies to all courses for academic credit in the state supported curriculum offered by Cal Maritime.

Accountability:
The Curriculum Committee of the Academic Senate, Cal Maritime is responsible for administering this policy and ensuring compliance.

Policy:
It is the policy of Cal Maritime's Academic Senate that any Academic department, division or faculty group offering academic credit-bearing courses must meet the appropriate accreditation requirements. All STCW or USCG approved classes must meet all USCG requirements.

Procedures:
A. Codes/Definitions of Teaching Modalities*

Abbreviation	Modality
FT LM - 09	**Face-to-Face, Traditional**: Instruction occurs in real time (synchronously), with student(s) and faculty physically present in the same location.
FO LM - 06	**Face-to-Face, Online**: Instruction occurs in real time (synchronously), with student(s) and faculty present via technology (e.g. television, tele-conference, video-conference or chat).
LO LM - 03	**Local, Online:** Instruction occurs over the Internet (asynchronously). Scheduled face-to-face meetings may be required for orientation and student evaluation.
RO LM - 01	**Remote, Online**: Instruction occurs over the Internet (asynchronously). Students do not need to be on campus for any portion of coursework.
HY LM - 05, 06	**Hybrid**: A course offering that combines FT and FO/LO/RO. To be considered hybrid, a course will meet via FO/LO/RO for roughly 25%-75% of class sessions.
FL LM - 10, 11	**Flexible:** Course allows for more than one modality; students choose the modality (or modalities) suiting their needs from instructor-identified options.

*Green boxes signify PeopleSoft codes. The definitions and abbreviations are taken from the Academic Senate of CSU Resolution AS-3169-14/AA "Designation and Compilation of Course Modalities". Any modifications made to these definitions, abbreviations, or codes by the Academic Senate CSU or PeopleSoft will be automatically adopted by this policy.

B. Basic Principles

1. Because Cal Maritime values academic freedom and encourages instructional innovation, the faculty has the collective responsibility of ensuring academic quality and integrity for all courses, programs and degrees.
2. All courses and programs, regardless of modality, shall be consistent with the educational mission of Cal Maritime.
3. Effective 1/1/2018, Cal Maritime courses will carry the Face-to-Face, Traditional (FT) modality designation by default.
4. Effective 1/1/2018, a course that will be offered in a new modality must first obtain approval of the new modality by the Curriculum Committee by submission of a Course Modality Request form (see Appendix A). This form must be approved before the course is taught using the new modality.
5. Teaching outside of the traditional FT modality represents an optional mode of instruction that may be considered by an individual faculty member, a faculty group, and/or academic department. Nothing in this policy shall imply that non-traditional modalities are preferred modes of instruction. A faculty member shall not be compelled to teach in a non-traditional modality.
6. Once a course has been approved in a new modality, it is the responsibility of the department chair, in consultation with the faculty of their department, to assign courses to instructors. Faculty members teaching in non-traditional course modalities must have been appropriately trained to teach online.

7. Faculty and students have the right to be informed about the modes of instruction and technological requirements for each course offered by Cal Maritime. Students will have timely access to this information in the class schedule.
8. The University will offer appropriate training and support services to faculty who choose to teach using non-traditional course modalities. All classes offered through online and hybrid instruction will be approved, assessed, and evaluated in accordance with University policy for traditional modes of instruction.
9. The University shall offer appropriate support services to students taking courses taught in different modalities.

C. Curriculum and Instruction
1. The faculty of a given academic program will assume responsibility and exercise oversight of its technology-enhanced courses, ensuring both the quality and integrity of instruction. These responsibilities include selecting, monitoring and evaluating all faculty teaching courses in non-traditional modes of instruction. In the event course visits are utilized as part of the evaluation, evaluators are reminded that the individual faculty shall be provided advance notice of the visit according to the Collective Bargaining Agreement. Also, consultation between the faculty member being evaluated and the individual who visits his/her course is required. In addition, faculty must adhere to best practices for online instruction and use technology that assures ADA accessibility in accordance with the CSU Accessible Technology Initiative (Coded memorandum AA-2013-03).
2. All courses, regardless of modality, will provide the opportunity for substantial and timely interactions between faculty and students, among different students, as well as between students and course content.
3. Ownership of all intellectual property shall be governed by the Collective Bargaining Agreement (Article 39) and the "Academic Senate of the CSU Policy on Intellectual Property, Fair Use, and the Unbundling of Ownership Rights." It is assumed that faculty members have ownership of their work products unless a prior written agreement exists.
4. The University shall not contract with any private or public entity to deliver academic credit courses or programs without consultation with the relevant faculty, department chair, dean, and Provost. Neither will the University deliver that entity's courses or programs in place of, or in addition to, Cal Maritime courses without consultation with the relevant department chair, dean, and Provost.

D. Faculty Support
1. The development and utilization of non-traditional courses must not be used to reduce or eliminate tenure-track faculty positions.
2. A faculty member may offer office hours electronically after consultation with and approval of the department chair and dean. The promptness and level of student interaction should be comparable to face-to-face office hours. Office hours will be in accordance with guidelines in the Cal Maritime Faculty Handbook.
3. Class size and faculty workload will be determined following University and departmental standards after consultation with the faculty member, the department chair and the appropriate dean, and must take into account the level of interaction between faculty and students. Any changes to class size designations must follow the curriculum change procedures of the Academic Senate Curriculum Committee.
4. Because non-traditional modes of instruction involve the use of technologies and teaching methods which require specialized training, instructors offering these courses will either successfully complete approved training or demonstrate proficiency beforehand.

E. Facilities and Resources Support

1. The University shall provide appropriate information, support and training to faculty for compliance in accordance with the CSU Accessible Technology Initiative (Coded memorandum AA-2013-03).
2. 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. These faculty are responsible for compliance with all principles of this policy, including reasonable, technical support for students in accordance with the CSU Accessible Technology Initiative (Coded memorandum AA-2013-03). Faculty who use University supported resources will be provided with technical support of these resources and have the responsibility to secure the support.
3. Modality codes or labels will be attached to all course sections in the class schedule in order to assist in resource planning and student registration.

F. Student Support

For courses offered through non-traditional modes of instruction, the University shall ensure that:

1. Students are aware of the appropriate facilities and equipment necessary to participate in these courses.
2. Students will have sufficient access to library resources and necessary support in the use of those resources.
3. Students are provided with appropriate levels of technical support, to resolve problems encountered with University supported technologies.
4. Students will have access to accurate and necessary information such as course learning outcomes, requirements, academic calendar, and faculty contact, including office hours, via an online course syllabus that is available 24/7.
5. Students are provided with adequate bookstore services for securing textbooks, course-related supplies and materials.
6. Students are provided with adequate means for resolving student complaints and grievances.
7. Students are provided with reasonable and cost-effective ways to participate in Cal Maritime's system of student authentication.

G. Evaluation and Assessment

1. Through a review and evaluation process the outcomes from courses taught in non-traditional modalities with those from similar traditional, face-to-face courses will be compared to ensure course quality. Assessment processes already in place will be used to assess the outcomes from technology-assisted courses. Where courses are taught in traditional, face-to-face format and online, assessment results will be compared to ensure quality.
2. The review and evaluation process will assure that the courses taught in non-traditional modalities at Cal Maritime conform to prevailing quality standards in the field of online and hybrid instruction.
3. The Academic Senate will provide systems for student evaluations of courses in non-traditional modes of instruction. In accordance with University policy and the faculty collective bargaining agreement, student evaluations shall be required for all classes taught by faculty.

H. Academic Integrity
1. Even though the academic integrity of a course is ultimately the responsibility of the faculty member teaching the course and their department, the University will provide training in the best practices for promoting academic integrity in technology-enhanced environments.
2. Consistent with the University policy on academic integrity, reasonable safeguards shall be in place to prevent academic dishonesty.

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Appendix A: Course Modality Request

Date:

Note: The most recent Course Change Request (CCR) must be attached to this form.

Course Number:

Course Title:

Effective Semester:

Department Initiating Request:

_____

1. Current Course Modality or Modalities (check all that apply):
    a. FT (default)
    b. FO
    c. LO
    d. RO
    e. HY
    f. FL

2. Proposed Course Modality (check only one—submit separate form for each new modality):
    a. FT (return to default—no other modalities permitted)
    b. FO
    c. LO
    d. RO
    e. HY
    f. FL

For Questions 3-6, Fill in in the space below or provide answers on a separate page:

3. List the learning outcomes for this course and describe how the goals and objectives can be satisfactorily met through the proposed delivery method.

4. How will the instructor fulfill the requirement of regular effective contact with students? Describe the nature and frequency of instructor-student interactions, and why you believe these interactions will be effective.

5. How will the course be designed so that accessibility issues for students with disabilities are included?

6. What training will a faculty member need in order to teach this course?

_____   _____

Faculty Initiator   Date

The Department shall discuss this Course Modality Request, vote on it, and present a summary of the vote below:
#Supporting_____   #Opposed_____   #Abstaining_____

Arguments Presented in Support of this Course Modality Request:

1.

2.

3.

Arguments Presented in Opposition to this Course Modality Request

1.

2.

3.

_____   _____
Department Chair Signature   Date

Reviewed by The Curriculum Committee on:
Comments from Committee:

Course Modality is (Circle one):   Approved   Not Approved

_____   _____
Curriculum Committee Chair Signature   Date