POLICIES AND PROCEDURES FOR ONLINE AND HYBRID COURSES

UNION COLLEGE

FALL 2013 update
Definition of Academic Course Delivery Formats

Union College utilizes the following methods for the delivery of course content:

- Traditional
  - Traditional, Web-Enhanced
- Fully Online
- Hybrid

a) **Traditional** - all course delivery occurs face-to-face; no reduction in contact hours.
   - A traditional course may be **web-enhanced** (also referred to as *web-facilitated*), in which online course activity complements class sessions without reducing the number of required class meetings. Web-Enhanced courses, like traditional courses, use the classroom for all sessions. However, Web-Enhanced courses utilize Internet resources and activities to supplement the classroom experience, such as electronic delivery of course materials, electronic learning assessment, online communication tools, etc. It is possible to create an online component for any course offered at Union on the College's course management system (uLearn CMS).

b) **Hybrid** (also sometimes referred to as *blended*) - online course activity replaces 30-80 percent (a minimum of 30% and less than 80%) of required face-to-face meetings.

c) **Online** – an online course is a course in which online course activity replaces 80-100 percent (a minimum of 80% and maximum of 100%) of required face-to-face meetings.
Ownership of Online Course Material


The Distance Education Committee recommends that the Intellectual Property provisions in the faculty handbook be modified to explicitly address the ownership of course content, as it relates to online and hybrid course development. In general terms, Intellectual Property of course content is considered the property of the creator; however, it is recognized that the degree to which the institution invests in the creation of a work influences ownership. Therefore, the Distance Education Committee recommends that the following principles be applied:

a) Faculty members will retain ownership rights for any original course content developed by the faculty member unless substantial additional resources are provided by the institution and the faculty member has signed a written agreement outlining an alternative arrangement.

b) Ownership of intellectual property should be negotiated in cases where courses are developed under separate arrangements in which either additional compensation, work-for-hire arrangements, or substantial college resources are provided. In this situation, a standard intellectual property agreement has been adopted as part of the Contract for Development of Online or Hybrid Courses.

The Contract for Development of Online or Hybrid Courses, specifying intellectual and copyright interests, must be executed in order for the College to own course material developed by others. In the absence of such a written agreement, the faculty member is considered to own the course.

The contract reads as follows:

As the course developer, you and Union College will share all rights to materials developed for this online course. It is understood that Union College has the right to use these materials without charge as part of this course in perpetuity. However, this does not prohibit you from using the materials that you developed, in accordance with standard intellectual property rights and this agreement.

You agree to indemnify Union College, its trustees, agents, and employees against any damages, or costs including legal costs, resulting from suits or claims for breach of copyright brought against any of them arising out of the violation of copyright in any materials you include in this course.

c) Alternate intellectual property arrangements may be made, on a case-by-case basis, as part of the approval procedure, and should replace the above copyright arrangement statement within the Contract for Development of Online or Hybrid Courses. In such cases, the particulars of the custom arrangement should be outlined in detail.
Intellectual property rights in these cases may be held by the College, jointly held by the faculty member and College, or remain with the faculty member but with negotiated institutional use of the materials. The movement toward Open Education Resources, in which the work is made freely available through initiatives such as a Creative Commons license, represents a third possibility.

Nevertheless, you may use the following as a guide in negotiating a possible custom intellectual property arrangement:

In the case of institutional ownership, the following rights may be licensed to the creator:

- The right to make reproductions for use in teaching, scholarship, and research
- The right to borrow portions of the work for use in other works
- The right to make derivative works, even if the author assigns copyright to a third party
- The right to alter the work, add to the work, or update the content of the work
- The right to be identified as the author of the work
- The right of portability (the right to take the work to, and use the work with, a new employer)
- The right to be informed in advance of any uses, reproductions, or distributions of the work
- The right to retain for his/her institution the right to duplication of the work

In the case of creator ownership, the following rights might be licensed to the institution:

- The right to retain for the institution duplication of the work for teaching, scholarship, and research
- The right, on a limited basis, to make derivative works if the author(s) assign copyright ownership to a third party
- The right to control whether the institution’s name or logo is displayed in association with the work
- The right to require an appropriate acknowledgment of College support of the creation of the work
- The right to borrow portions of the work for use in compilations or other composite works
- The right to reproduce the work for uses directly related to advancing the mission or maintaining the culture of the College
- The right to be informed in advance of any uses, reproductions, or distributions
Compensation

Faculty who develop course material for the College, in which the College retains some ownership will be paid a standard stipend per course, the amount depending on the nature of the arrangement and the level of work involved. This compensation provides the College rights, but not the exclusive rights (see Ownership of Intellectual Property above), to the intellectual property of the course. Courses developed through the Title III grant will be jointly owned by the College and the course developer.

Academic Expectations and Standards
The academic expectations and standards of online courses should be comparable to equivalent face-to-face courses.

Retention Procedures for Course Sites and User Accounts

- Courses: will remain in uLearn for a period of at least two years. Faculty are encouraged to save personal back-up copies for long-term retention.
- Enrollments:
  - uLearn course enrollments are synced to the enrollments appearing in MyUnion on an hourly basis. Consequently, course creation and course enrollment will happen automatically for all Union courses, including adds/drops that occur throughout the term. Student enrollments are added to uLearn courses one day prior to the course start date, and are removed from the course two weeks after the last day of classes for a term.
  - Courses are accessible to students only during the term in which they are taught, pursuant to the TEACH Act. Students are removed from a course at the end of a term. However, faculty retain the ability to add/remove students from their course, even after enrollment has been suspended. For instance, instructors may re-add students who have yet to complete the course.

Online/Hybrid Faculty Communication Policy:

Instructors who are teaching online or hybrid courses are expected to check their online messages on a regular schedule to be made known to their students. It is expected that instructors will respond to messages within 48 hours. Instructors should make a reasonable effort to contact students who, at any point in the term, have not been active in the course or in contact with the instructor in a week.

Enrollment quotas:

Online courses should adhere to a maximum of 25 students per class section.
Syllabus Components for Online and Hybrid Courses

At a minimum, a syllabus for online or hybrid courses should include the following elements. Items that must appear in the syllabus verbatim are noted with an asterisk, and the required statement is enclosed in quotation marks and noted in red. All other statements included here are examples that can be modified by the instructor.

I. Course Objectives

II. Instructor Office Hours and phone number

III. Email address

IV. *Communication and feedback statements

Instructors should specify when and how often email and phone messages will be checked. This portion of the message must be included verbatim:
“Under normal circumstances, a student can expect a response to an email or phone message within 48 hours.”

Instructors are welcome to promise a shorter response time if they choose and add other details such as the time of day when they typically respond to email and the extent to which they check messages on the weekends.

Instructors should also specify when students can expect grades and feedback on tests and assignments.

V. Book Information (Title, Author, ISBN, etc.)

VI. Information regarding any required proctored testing

VII. Dates of on-campus meetings of hybrid courses

VIII. Grading Information

IX. Student participation/interaction requirements:
EXAMPLE:
Students enrolled in this course must log in to uLearn during the first week of class and report problems to the instructor immediately.

X. *ADA Statement (required verbatim):
“Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course should contact one of the following: the Director of Student Support Services, Sharp Academic Center, Room 3119, phone number (606) 546-1259 or the Education Retention Specialist, Sharp Academic Center, Room 3110, phone number (606) 546-1257. Students with disabilities should request accommodations prior to or early in the semester. Each request for accommodations will be examined on a case-by-case basis to determine
eligibility. DO NOT request accommodations directly from the professor or instructor. Professors and/or instructors are NOT authorized to make reasonable accommodations.”

XI. *Email Statement (required verbatim): “The only authorized email address for academic, administrative, and co-curricular communications between Union College and its students is through the <unionky.edu> email system. Each student is responsible, for monitoring his/her Union College email account frequently (preferably daily).”

XII. Academic Integrity Statement (will vary by department)

XIII. Statement about Minimum Technology Requirements:
EXAMPLE: Students are expected to have a sufficient level of technical literacy, as well as a stable and reliable means of accessing and participating in the course. Students are responsible for submitting assignments on time, irrespective of any limitation on the part of the student’s technical ability, equipment, or Internet connection.

- Technical literacy: At minimum, students should:
  ▪ have an understanding of basic computer usage.
  ▪ be able to use an office software suite (such as Microsoft Office or Open Office).
  ▪ be able to use a Web browser to download files, post to discussion boards, participate in chats, and search the Internet.
  ▪ be able to use email.

- Hardware: Any computer or device capable of sufficiently running an internet browser and office productivity suite.

- Browser: The latest version of any standards-supporting browser (Internet Explorer, Chrome, Firefox, Safari, etc.).

- Software:
  ▪ Office software suite such as Microsoft Office or Open Office (*Note: word processing files should be saved as [.docx], [.doc], or [.rtf]).
  ▪ PDF Reader (ex. Adobe Reader, FoxIt, etc).

- Reliable, fast, and stable connection to the Internet (DSL or cable is preferred).

Note: If there are additional technology competencies, equipment, or software needed for a particular course, instructors should add these to the list.

XIV. Netiquette Statement:
EXAMPLE:
Netiquette is online etiquette. All participants in online courses should be aware of proper online behavior and respect each other.

- Use language appropriate for an educational environment:
- Do not dominate any discussion. Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 or 😞 can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone’s ability to read or write.
- Share tips with other students.
- Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the “Send” button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable, but be careful that it is not misinterpreted. For example, are you being humorous or sarcastic?
- Remember that the College values diversity and encourages free and open discourse. Be respectful of differences while engaging in online discussions.
- See the Union College Acceptable Use Policy, available from the College website, for further details and instructions.

XV. Statement about Emergency or Interruption in Computer Service:
EXAMPLE:
Prepare for unexpected problems and emergencies. Understand that problems and glitches do occur in online learning, as they do in any learning environment. Have a back-up plan for completing course work, such as using the computers at a local library, in case your computer crashes or your service is interrupted. In addition, you are encouraged to save backup copies of any assignments posted online.

Note: Instructors should also specify how emergencies or interruption in service will affect assignment deadlines.

XVI. Course Availability
EXAMPLE:
Students will be able to access this course from the course start date through the end of the term. In compliance with the TEACH Act, students who complete the course will not be able to access the course once the course ends. Students are therefore encouraged to maintain personal records of any assignments, grade history, etc. that they wish to retain for future purposes.

XVII. *Copyright Statement (required verbatim):
“Some of the materials posted to this course site are protected by copyright law. These materials are only for the use of students enrolled in this course and only for the purposes of this course. They may not be further retained or disseminated.”