



OPSU POLICIES AND PROCEDURES

TITLE: On-Line Instruction Policy

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Developed by Online Policy Instruction Committee

I. Definition of Online Instruction

Online instruction is an Internet-based process in which students learn through an online platform. Instruction is conducted in an online platform between the instructor and students where courses are either synchronous or asynchronous. This policy shall apply to courses in which one-third or more of class instruction or the equivalent is placed in an online environment. Online instruction courses and programs shall be consistent with on campus courses and with the educational mission of OPSU.

II. Principles for Online Instruction

Students

A. Support and Information

1. Online instruction courses and programs shall provide interaction between students and the faculty members on a regular basis so that online students have similar interaction as on-campus students. Faculty should respond to student requests in a timely manner. In most cases, responses will be expected within 48 hours.
2. The OPSU Class Schedule shall identify online courses so students have knowledge of this information before enrolling in a course.
3. Online Course information shall also be available on the OPSU website, including but not limited to course name and number, course description, instructor name, and textbook information.

4. Online course curriculum shall be comparable to classroom-based courses.
5. Students enrolled in online courses are subject to the same OPSU policies and procedures applicable to students attending courses on campus. Academic standards such as cheating, plagiarism, and etiquette shall be clearly communicated to students in online instruction courses in the syllabi.
6. All online students shall be informed of library resources, student services, and online technical assistance. Online technical assistance information should be listed in the syllabi.

B. Online Course Textbook Policy

Online students can obtain textbooks for their online course from the source of their choice. Some books for online courses are available at the OPSU bookstore, either for purchase or rental. Students may order these from the bookstore, or students living near campus may pick up books at the bookstore. The University bookstore will mail rental books to online students per their request. Textbook information will be posted on the University web site with online course information.

C. Advising for Online Students

Students taking classes online will be required to follow OPSU's advisement procedure. Students taking online classes from a distance may seek and receive advisement through email or by phone with an advisor/instructor.

D. Dropping Online Classes

Students taking online classes will follow the University's Drop Policy. Online students may contact their instructor by email or phone and the advisor/instructor will complete the drop class form and submit it to the Registrar for the online student.

E. Online Enrollment Policy

Online students may request course enrollment through fax or email using the online enrollment form found on the University's web site. Online students submit the course enrollment request to their advisor, to the course instructor, or to the Admissions Office. If a student is taking the online course concurrently with on-campus courses, then the student needs to enroll through his/her advisor. If this is the only course the student is taking, then he/she may enroll through the instructor.

The Registrar's Office is responsible for enrollment management, which include transfer of data between the University and the eCollege learning management system.

II. Support Rights and Responsibilities

Faculty

1. Faculty members or persons creating online courses for use in online academic courses or in online continuing education courses shall retain the ownership of the course components he/she has created. This right allows the creator, as an employee of the University, to exercise control over the present and future use, modification, and distribution of his/her course and course materials. The faculty member shall determine whether his/her course presentations and material shall be revised or withdrawn from use.

An online course created for academic use by faculty may continue to be delivered by the University upon departure of the faculty. However, the creator of the online course shall have the right to take the work and to use the work in its entirety with a new employer and the right to use the work in pursuit of one's own profession.

Online intellectual property, such as Continuing Education courses, unrelated to an individual's full-time employment with the University that is conceived, created, or developed on the individual's own time and without funds or support of the University shall be deemed the exclusive property of the creator, and the University shall have no interest or claim to any such property.

2. Copyright of courses, course presentations, and course materials shall be owned by faculty members as in the case of traditional courses.
3. If an online course is offered in a classroom setting, then the online course shall meet the same requirements as listed in the classroom-based course objectives.
4. Course evaluations for online courses shall be administered, collected and summarized by the Director of Institutional Research and Assessment for the University. Access to online course evaluations is available in the online classroom via a link provided to the faculty by the Director of Institutional Research and Assessment.
5. The University shall offer appropriate training and support services to faculty to prepare and support them in developing and teaching online courses. Online faculty meetings are held annually or semi-annually. All faculty members who teach online are strongly encouraged to attend all in-services and trainings. Minimum orientation for new

online faculty members includes orientation by the OPSU Network administrator and completion of the eCollege instructor tutorial.

6. All online courses listed in the OPSU Class Schedule normally shall be hosted by the platform approved by the Regents. Exceptions may be granted by the Vice President of Academic Affairs and the dean of the school.
7. Any course that uses online instruction shall indicate so in the course syllabus/outline. The following information shall be included in course outlines for online instruction courses, in addition to OPSU course syllabi requirements.
 - a) How online courses will be assessed and graded (e.g. participation in chat sessions, posting, frequency of web access, tests, assignments, etc.).
 - b) Deadlines, including dates and times for assignments, chats, etc.
 - c) Contact hours of instructors, including how quickly the instructor will respond to email questions, online assignments, and alternate communication options.
 - d) Safeguards as to how student work will be authenticated.
 - e) Appropriate online behavior—netiquette—and consequences of not following netiquette.
 - f) Technical competencies expected or required of the students.
 - g) Contact information for technical support.
 - h) Alternative procedures for submitting work, in the event of technical problems.
8. Assuring Academic Honesty and Integrity

Recommended actions include but are not limited to the use of test banks, question pools, time limits, or the use of a proctor for exams. Exam Guard, which prohibits printing exams, copying and pasting, and navigating to other programs and websites while taking an exam, is also available in the eCollege learning management system. A verification statement appears when the student logs on to class for the first time each semester.

III. Teaching Appointments

1. Online instructors are not required to maintain traditional on-campus office hours. However, some campus attendance may be required.
2. The recommended minimum for number of students per class is 5. The instructor has the right to refuse to teach the course with less than 5 students.
3. The faculty may limit the class size (enrollment) to 15 the first time it is offered. Thereafter, the class size is limited at 25. Additional enrollments may be permitted at the discretion of the faculty.
4. No member of the faculty will be required to teach distance education courses or programs.

IV. Faculty Pay

Online Class Development Pay

Faculty shall be paid for developing online classes. Developmental money shall be earned as classes are offered to online students. This pay is in addition to adjunct/overload pay criteria. Development pay is limited to 15 students or \$1500 per three credit hour class. Faculty teaching an initial (first-time) online class shall be paid \$100 per student for developing the class for an online environment. If fifteen students do not enroll when the class is offered for the first time, the faculty member may teach the class additional times and receive \$100 per student until the faculty member has been paid \$1500 for the development.

V. Review of Online Instruction Policy

The Online Instruction Policy Committee will meet in the spring and fall semesters to address issues of concern relating to online education and to discuss any revisions to the Online Instruction Policy.