

Online Policy



Effective Date: Spring 2019

Approved by: Julie Dinger, Vice President of Academic and Student Affairs

Policy Owner: Online Policy Instruction Committee

Last Reviewed:

Last Revised:

Revision Approved by:

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 courses and programs shall be consistent with on campus courses and with the educational mission of OPSU.

Principles for Online Instruction Students

Support and Information

- Online courses and programs shall provide interaction between students and faculty on a regular basis equivalent to on-campus courses. Faculty should respond to student requests in a timely manner. In most cases, responses will be expected within 48 hours.
- The OPSU Class Schedule shall identify online courses so students have knowledge of this information before enrolling in a course.
- Online course information shall also be available on the OPSU website, including but not limited to course name and number, course description, and instructor name.
- Online course curriculum shall be comparable to classroom-based courses.
- 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 course syllabi.
- 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.
- An onboarding process shall be developed and provided to online students that covers, at a minimum, instruction for using the learning management system, orientation to Aggie Access and student email, behavior expectations, and availability of student services.

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.

Advising and Enrollment for Online Students

Students taking online courses will be required to follow OPSU's advisement procedure.

Withdrawal from Online Courses

Students taking online classes will follow the University's Withdrawal Policy.

Support Rights and Responsibilities

Faculty

- Faculty members or persons creating online 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.
- Copyright of courses, course presentations, and course materials shall be owned by faculty members as in the case of traditional courses.
- 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. Minimum orientation for new online faculty members includes orientation to the LMS. Faculty will receive training for the Learning Management System (LMS) upon hire. Additionally, training will occur with updates and/or annually. At a minimum, training shall include orientation to the LMS (i.e. expectations, use of modules, gradebook, etc.). Annual training, at a minimum, shall include review of expectations and review of any policy or LMS system updates.
- All online courses are to be hosted on the university approved LMS platform(s).
- Online course syllabi shall include information as per the university syllabus policy. In addition to the university syllabus policy, online courses shall include a description of the technical competencies expected or required of the students.
- Assuring Academic Honesty and Integrity:
 - Faculty shall ensure students enrolled in online courses are made aware of the university Academic Honesty and Integrity Policy. Recommendations for additional measures to ensure academic honesty and integrity include but are not limited to the use of test banks, question pools, time limits, or the use of a proctor for exams. Verification of student identification follows university policy and practices for authentication.

Teaching Appointments

- Online instructors are not required to maintain traditional on-campus office hours. However, some campus attendance may be required.
- The recommended minimum for number of students per class is six. The instructor has the right to refuse to teach the course with fewer than six students.
- As with traditional courses, course size shall be determined at the department level and approved by the dean. Additional enrollments may be permitted at the discretion of the faculty member of record.

- No member of the faculty will be required to teach online courses or serve as a course development subject matter expert (SME).

Faculty Pay

Faculty who develop a peer reviewed online course, which meets the quality standard adopted by the committee and approved by the university will be eligible for release time correlated to the course credit hours at the per-credit-hour adjunct pay rate. Adjunct faculty will receive credit hour load correlated to the course credit hours.

Course overload will be determined using the following calculation. Adjunct faculty are paid per credit hour/per course if a minimum of six students are enrolled in the course. If less than six students are enrolled in a course the pay is pro-rated per student. If six or more additional students (above the max enrollment of a course) are enrolled an additional section will be added. Full-time faculty are paid according to a course load and are expected to maintain this course load. An online course with less than six students enrolled taught by a full-time faculty member will not be included in the faculty's annual or semester course load. If six or more students (above the maximum enrollment of a course) are enrolled an additional section will be added. There will be no additional pay per student until an additional section is needed.

Review of Online Instruction Policy

The Online Instruction Policy Committee will meet annually to review and revise policies pertaining to online courses.