

Faculty Job Description

Online Instruction Addendum

Designations for Distance Education Courses

To reduce student confusion and tailor minimum requirements for online courses, the following changes to course designation are proposed:

- Hybrid (course designation HY rather than OL)
 - They HY designation will be used for an “online” course that requires any face to face meetings. Instruction is less than 100% online.
- Online (Course designation OL)
 - The OL designation will indicate an online course taught without any face-to-face requirements. Instruction is 100% online.

In accordance with the College policies regarding the delivery of online (OL designated only) course work the following expectations are outlined.

Hybrid designated courses MAY be evaluated using this addendum as well, but are not required to meet ALL of the specific criteria.

Online Faculty will be evaluated in the following areas:

Online Faculty Requirements

Prior to teaching an online course, faculty will demonstrate:

- Completion of basic online/face to face training in online course development within Blackboard. (Waived if they have taught online at another institution.)

All Faculty who wish to utilize any new software online (i.e. lecture delivery) are asked to attend a professional development training course (online or face-to-face). If they have demonstrated ability to utilize Blackboard effectively, this will be waived.

Course Structure

- Course syllabus should be prominent on the course website or the instructor should utilize the Syllabus tool within the course management system
- Online courses will follow the approved syllabus and be comparable to traditional courses in the following areas:
 - Prerequisites
 - Assignments
 - Lecture/Instructional delivery
 - Learning objectives
 - Textbook selection

- Assessments
 - Grading scheme
 - Course topics
- Faculty will explicitly outline the expected course requirements and procedures (including expectations for the frequency of class “participation”)
- Faculty will explicitly outline expectations in regard to readings, assessments, discussions, and other course requirements (including policies related to late submissions)
- Faculty will incorporate a mechanism to verify that students have read and understood the course syllabus

Communication

- Faculty will encourage students to utilize the email within the Course Management System [CMS] as a primary mode of communicating with the instructor
- Faculty will provide at least one other alternative mode of communication in the event that the student cannot access the course
- Faculty are expected to respond to student emails within 48 hours of their receipt (weekends excluded)
- Faculty will post a document outlining explicit expectations for communication citing their personal policies on response time
- Discussion boards will be used to facilitate interaction between students and between students and Faculty

Feedback and Grading

- Faculty should provide explicit guidelines on the expected time frame for grading assignments and other work. Suggested time frames include:
 - Two weeks for assignments and other written work
 - If subsequent work is impacted by the feedback on previous work, this feedback must be provided in a time frame that allows the student to incorporate this feedback into the next assignment
- All grades will be recorded and organized in the online grade book tool within the CMS
- Final grades will be posted within the online grade book within the CMS
- Final grades will be submitted to the College via the KVCC Portal within the timeframe requested by the registrar

Course Management

- Course beginning dates, end dates, and “last day to drop” dates must be explicitly outlined
- As with traditional courses, Faculty are required to drop students from the course if the student never attends

- According to College policy, students are considered “in attendance” if they have accessed the CMS during a particular week. Faculty are encouraged to post a document clearly outlining their own “attendance” expectations (this may be posted in a separate document and/or outlined in the course syllabus)
- Student who are found to not be “in attendance” during a given week will be reported the College via the KVCC Portal
- Faculty should consider how to best verify that assessments/assignments are indeed the work of the registered student