

ELIZABETH CITY STATE UNIVERSITY Online Teaching Policy

Preamble

The Elizabeth City State University (ECSU) Office of Distance Education is dedicated to assisting students in achieving their educational goals by supporting and promoting initiatives that enhance student accessibility and faculty excellence in online teaching and learning. The Office of Distance Education provides faculty, chairs and adjunct faculty members (hereinafter “faculty”) with professional development opportunities and instructional design support for teaching online.

1. Purpose

The purpose of the Elizabeth City State University (ECSU) Online Teaching Policy is to ensure that all online courses are designed according to the current best practices for online instruction. This document describes the online teaching policy at Elizabeth City State University. This document focuses on the expectations for all faculty teaching online and for the chairs of all departments with online course offerings and online degree programs.

For purposes of this policy, online teaching is defined as instruction wherein the vast majority of the course is delivered via the Internet on the ECSU-licensed learning management system and students are not required to attend the campus in a face-to-face instructional setting. It also includes any or all of the following: (1) interactive synchronous and/or asynchronous online communication, (2) audio/video media, and/or (3) other emerging communication technologies. This does not preclude required administrations of standardized tests (e.g., MFT) on campus in an online course. If such a test is required it will be disclosed during the first week of class within the course syllabus.

Adherence with the following sections is required of faculty members developing and teaching online courses. Through a combination of required professional development and the online course review and approval process, ECSU seeks to ensure that its online course offerings provide effective and engaged learning.

2. Required Professional Development for Online Teaching Faculty

The required professional development is offered in an effort to promote and sustain quality online instruction. The Level 1 and Level 2 professional development will be required of all faculty members teaching online. Faculty are required to complete a teaching online certification course and a course design rubric workshop.

A. Level 1: ECSU Teaching Online Certification Course

Faculty are required to successfully complete an ECSU [Teaching Online Certification Course](#).

The certification course provides an introduction to the pedagogy of online learning and presents best practices for designing online courses and teaching in online and web-enhanced environments utilizing ECSU's licensed learning management system. The delivery method is fully online/asynchronous (instructor provides leadership, feedback, and support; however participants do not have to be online at a particular time of day). The course is self-paced. Successful completion requires scoring 80% or higher on all course quizzes.

To be eligible for online instruction, any new faculty members, including adjuncts, must demonstrate to the Director of Distance Education that they possess an equivalent level of knowledge as a faculty member who has completed these trainings, and must complete the trainings during their first term of teaching. This level of knowledge will be preferably similar documentable learning management system experience equivalent to requirements for general faculty teaching online and a Quality Matters Rubric workshop certification.

B. Refresher Training

The Office of Distance Education will provide additional refresher courses for ECSU faculty every three to five years as the learning management system undergoes major changes. Faculty members are encouraged to participate in additional courses/workshops on new instructional technology tools as they become available.

C. Level 2: Quality Matters (QM) Rubric Workshop – Online Course Design

Faculty are also required to successfully complete the [Quality Matters](#): Applying the Quality Matters Rubric workshop.

1. Applying the Quality Matters Rubric

Quality Matters is a nationally recognized, faculty-centered, peer-review process designed to certify the quality of online course design. The QM Rubric has become the most widely used set of standards for the design of online and hybrid courses at the university level. The Office of Distance Education will provide the funds for the costs of the required Quality Matters Workshop, offered via face-to-face or online sessions.

Upon successful completion of the required professional development, Levels 1 and 2, the Office of Distance Education will notify the Associate Vice Chancellor for Academic Affairs and the department chair that the faculty member is eligible to design and teach online courses for ECSU. Once a faculty member has developed an online course they will then proceed to the Online Course Review and Approval Process Available from the Office of Distance Education.