Office of Faculty Development
Hybrid and Online Course Development and
Delivery Guidelines

Definitions and Legal Requirements

Web enhanced course: an in-person course that utilizes the learning management system for certain activities, i.e. to post syllabi, lecture notes, study materials, or for periodic assessments, etc. All seat time remains in person.

Hybrid/Blended course: a course where a portion of the in person contact hours or "seat time" are replaced with online activities. At FSU, Hybrid courses are billed as in-person courses, so no more than 50% of the contact hours or "seat time" can occur online.

Online course: a course that is delivered 95-100% via the Internet.

Accessibility: Federal law requires that online and hybrid courses provide accessible materials to individuals with disabilities via college supported assistive technologies.

Privacy: Federal law requires that if personally identifiable student information is posted or communicated via an online or hybrid course, college-approved software applications must be used to protect the privacy

Overview and Rationale

The Office of Faculty Development is committed to enhancing and improving online, hybrid and web enhanced education at FSU. This is accomplished by providing high quality programming and support to faculty members developing and delivering online, hybrid and web enhanced courses. This programming also aids in compliance with national and regional accrediting and regulatory bodies and their standards for online education and meets students' increasing needs for flexible course options.

The development of online and hybrid courses should be limited to courses already approved through the process set forth by UNC System Office and Fayetteville State University's Academic Affairs processes.

General Assumptions

- FSU is committed to providing all students with a quality and obstacle free education regardless of delivery format.
- Regardless of delivery method (see definitions above), all classes shall abide by the same academic policies and laws.
- FSU considers all delivery methods to be valid.
- Designated administrative units will provide appropriate levels of resources and support for online, hybrid and web enhanced teaching and learning.

Online and Hybrid Faculty Certification Program

Overview and Scope

All Fayetteville State faculty who plan to teach online and/or hybrid courses are required to complete the *Online and Hybrid Faculty Certification* program **PRIOR** to teaching online and/or hybrid courses. Academic Deans and Department chairs make course assignments.

Course Description

This course is an introduction to the Quality Matters program and the published best practices for Online and Hybrid course design, teaching, and learning. It also covers issues related to assessment, communication,

interaction, course technology, instructional materials, interaction, engagement, communication, learner support, and accessibility, among others. This course provides evidence of FSU's compliance with the Interregional Guidelines for the Evaluation of Distance Education, part of NCSARA Requirements. It is a six-week, asynchronous course located in Canvas, with synchronous options available for support throughout and facilitated by the Instructional Design team.

The Certification **course learning outcomes** include:
1. Identify and discuss the best practices for online and hybrid course design and delivery.
2. Identify and discuss the best practices for fostering student learning in online and hybrid courses.
3. Name and discuss multiple key best practices for online and hybrid course design, teaching, and learning.
4. Demonstrate Canvas proficiency from the instructor and student perspectives.
5. Apply and implement Quality Matters standards in an online or hybrid course.

Certification course completion requirements include:
1. Learning assessments and activities.
2. Course development of an online or hybrid course that incorporates Quality Matters standards.
3. Course design review-submission of a fully developed online or hybrid course that meets Quality Matters expectations.

Online Course Review and Decision
The final assignment in the Certification program is for faculty to submit an online or hybrid course for the QM Course Design Review. That process is outlined below.

1. The Canvas course link of a fully developed online or hybrid course must be submitted to the Instructional Design team in OFD. The Instructional Designer will utilize the Quality Matters rubric to evaluate how well the course meets QM expectations.

2. If the course does not meet Quality Matters expectations after review, the Instructional designer will provide recommendations, guidance, and support, that must be incorporated before the process is completed and the faculty is considered certified.

3. Once the review process is successfully completed, faculty will receive certificate of completion for their records and be considered certified.

Existing Course Evaluations
The Instructional Design team is also available to assist and support faculty in revising existing courses to meet Quality Matters expectations. Faculty are encouraged to schedule 1:1 consultations with the Instructional Design team to discuss and design a plan for the course redesign using the Quality Matters standards and other relevant and established best practices.