

 <b>CSN Policy</b>	<b>eLearning Policy</b>
<b>Policy Category: General</b>	<b>Effective Date: 07/08/2016</b>
<p><b>MOST RECENT CHANGES</b></p> <p>Version #2: Provides for assessment of eLearning courses  Replaces the 'Distance Education' and 'Distance Education Standards' policies</p>	

**I. POLICY PURPOSE**

This policy is designed to achieve the following outcomes:

1. Improve student success through high quality eLearning classes, and
2. Facilitate sound pedagogical practices through clear and ongoing professional development.
3. This policy replaces the 'Distance Education' and 'Distance Education Standards' policies.

**II. POLICY STATEMENT**

- A. As online course design is distinctly different from in-person course design, this policy requires assessment tools be implemented for all online and hybrid courses.
- B. As student readiness plays a large role in eLearning success:
  - once an elearning readiness module is available, students are required to successfully complete it through MyCSN before enrolling in an eLearning course. (As CSN shares the MyCSN program with other NSHE institutions, the eLearning Office will seek permission for this feature to be implemented.)
- C. Faculty Senate shall review this policy at least every five years to assess its efficacy in achieving the stated outcomes and revise the policy as necessary.

**III. PROCEDURE**

A. Training for full-time faculty who teach online or hybrid courses: Departments will select one of these options: 1. Quality Matters certification (QM certification), or 2. Independent rubric creation, with individual faculty given the opportunity to opt out of option 2 and instead participate in nationally recognized QM certification. All faculty are evaluated through the Faculty Evaluation Policy, and these eLearning course assessments do not substitute for those evaluations.

1. Departments, through a majority vote of the full-time faculty, may choose to work with the Office of eLearning to adopt the Quality Matters training and certification process. The Nevada System of Higher Education provides the funds for CSN to participate in the Quality Matters program. Quality Matters is a nationally recognized non-profit organization, managed by faculty, which offers training and guidance in best practices for eLearning course design. Faculty may

create a free Quality Matters account to view the rubric at:

<https://www.qualitymatters.org/rubric>

- a. The Office of eLearning will maintain QM certified facilitators to assist these departments.
  - b. Both new and current faculty are encouraged to attend additional eLearning pedagogy workshops offered by the Office of eLearning as the pedagogy for eLearning courses is different from traditional teaching.
  - c. Faculty in these departments utilizing complete publisher courses will request that the publisher QM-certify the course. The Office of eLearning will assist with the request.
2. Departments, through a majority vote of the full-time faculty, may choose to develop an eLearning course-design rubric based on nationally recognized best practices. This includes best practices as stipulated by outside accrediting bodies.
- a. The department chair will ensure that faculty new to eLearning receive instruction on using the rubric from an experienced eLearning faculty member. The department chair will decide who is experienced.
  - b. The department chair will disseminate this rubric to all eLearning faculty and coordinate training sessions.
  - c. The department should review and update the rubric when necessary, but not less than every five years.
  - d. Both new and current faculty are encouraged to attend additional eLearning pedagogy workshops offered by the Office of eLearning as the pedagogy for eLearning courses is different from traditional teaching.
  - e. Faculty utilizing complete publisher courses will contact the publisher to request that the course be aligned with the department-approved rubric. If this is not possible, the faculty member will request that the publisher QM-certify the course. The Office of eLearning will assist with the request.
3. Faculty in departments that choose to independently create an eLearning course design rubric may opt out and instead select the QM training and certification process for their online and hybrid course(s).
- a. These faculty will contact the Office of eLearning for instructions.
  - b. The Office of eLearning will assist faculty who opt for the QM process with training and certification.

c. Both new and current faculty are encouraged to attend additional eLearning pedagogy workshops offered by the Office of eLearning as the pedagogy for eLearning courses is different from traditional teaching.

d. These faculty who are utilizing complete publisher courses will request that the publisher QM-certify the course. The Office of eLearning Office will assist with the request

B. Training for adjunct faculty: Department chairs shall select a process for ensuring that adjunct faculty receive training and assistance in offering eLearning courses.

1. This may include Quality Matters training, a department designed best practices rubric, or department designed master courses.

2. The Office of eLearning will assist department chairs with QM training for adjunct instructors. Department chairs with independent rubrics will facilitate training their adjuncts in the rubric application.

3. The Office of eLearning will assist department chairs, upon request, in designing master courses.

4. Adjunct faculty will be encouraged to attend additional eLearning pedagogy workshops offered by the Office of eLearning as the pedagogy for eLearning courses is different from traditional teaching.

5. Department chairs with adjuncts utilizing publisher courses will request that the publisher QM-certify the courses, unless the department has an independent rubric. If the publisher will not use the independent rubric, the department will request that the publisher QM-certify the course. The eLearning office will assist with this process.

C. Incentives: Appropriate financial or release time incentives may be initiated as funding becomes available. Incentives may, when funding is secured, include stipends for rubric creation, master course creation, course reviews and certifications, and attendance at pedagogy workshops.

D. Responsibility

1. Upon administrative approval of this policy, the Vice President of Academic Affairs will transmit this policy to all academic deans with instructions for implementation.

2. Upon receipt of this policy, the academic deans will instruct department chairs to hold a vote to either adopt the QM process or to independently develop an eLearning rubric. This shall be completed within six months of the policy being signed by the President.

3. Departments choosing to independently develop an eLearning rubric will convene a committee to research eLearning best practices and to design an eLearning rubric. This process must be completed within one year after the President signs this policy. All independently developed eLearning rubrics will be submitted to the eLearning Office for reference purposes.

4. Department chairs will advise their faculty of the option to directly contact the Office of eLearning Office to select the Quality Matters training and certification process.

#### E. Accountability

1. One year after the President signs this policy, the Faculty Senate Chair will confer with the Vice President of Academic Affairs to request documentation showing that all departments offering eLearning courses have selected to use either the Quality Matters process or the independent rubric process, and are working toward being fully in compliance with this policy.

2. The Vice President of Academic Affairs will provide this documentation within six months of the request.

3. The Faculty Senate Chair will maintain this documentation demonstrating efforts to reach compliance for strategic planning and accreditation purposes.

#### IV. AUTHORITY AND CROSS REFERENCE LINKS

NSHE BOR Handbook, Title 4, Chapter 14, Section 13. Distance Education:  
[http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4C H14NSHEPlanningProgramReviewArticulationandEnrollment\(5\).pdf](http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4C H14NSHEPlanningProgramReviewArticulationandEnrollment(5).pdf)

#### V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or the Recommending Authority.

#### IV. SIGNATURES

Recommended by:

/s/Alok Pandey  
Signature

7/7/16  
Date

Alok Pandey  
Faculty Senate Chair

Reviewed for Legal Sufficiency:

/s/Richard L. Hinckley  
General Counsel

7/6/16  
Date

Approved by:

/s/Michael D. Richards  
CSN President

7/8/16  
Date

#### VI. ATTACHMENTS

A. History

## **Attachment A**

### HISTORY

- 10/31/2005 – Submitted to Faculty Senate for Review.
- 10/31/2005 – Forwarded by the Senate Chair to the Senate Ad Hoc Committee on Online Resources for initial review.
- 12/21/2005 – Returned to Faculty Senate Chair with proposed revisions from the Senate Ad Hoc Committee on Online Resources.
- 03/10/2006 – Returned to committee for minor update.
- 04/05/2006 – Returned to Faculty Senate Chair with proposed revisions from the Senate Ad Hoc Committee on Online Resources.