Guidelines for Deans and Chairs for Assigning Online Courses

Last Update 10 December 2014

1. Current definition from the NEIU Schedule of Classes
   a. “Online courses are those courses in which all instruction is fully online. Students must be able to complete all requirements for an online course, including tests and course evaluations, without coming to campus.”

2. Course assignment and CSM processes
   a. Schedule Type field on CSM for online courses = OL
   b. Online courses do not receive a classroom assignment.
   c. Online credit hours are exempt from regular student fees, given that students do not need to be on campus to complete all requirements for online courses.
   d. Students are assessed an Online fee for online credit hours, which is the equivalent total value of student fees charged for a face-to-face class.

3. Selecting courses to be taught online
   a. Departments need to have a plan for online learning that guides online course development and the selection of which course sections will be offered online.
   b. The Center for Teaching and Learning (CTL) has developed a document which provides criteria for use by departments in planning and in selecting courses which are good candidates for teaching online. See “Administrator Tools” at http://homepages.neiu.edu/~ctl/.

4. Training and support for teaching online
   a. The CTL offers a professional-development curriculum to faculty members who wish to teach online and/or design online courses.
   b. Desire2Learn General Training
      - A 3-hour face-to-face training or a 2.5-hour self-paced online training, the Desire2Learn General Training course covers content, grades, discussions, communication, dropboxes, assignments, quizzes, tests, and exams.
• Successful completion of the *D2L General Training* course is required in order to take the *Online Teaching* course.

c. **Online Teaching**

• A 40-hour non-credit training course designed to provide faculty with the basic tools, techniques, and theories needed to be able to create and conduct online courses.

• On completion of this 4-week online course, faculty members are certified by the NEIU Center for Teaching and Learning (CTL) to teach online courses.

• Successful completion of the *Online Teaching* course is a minimum requirement for faculty members who will be assigned to teach online courses.

• Departments can consult with the CTL to set up peer review to substitute prior training/experience teaching online for the *Online Teaching* course.

• Successful completion of the *Online Teaching* course is required in order to take the *Online Design* course.

d. **Online Design**

• The *Online Design* course is an 18-hour non-credit training course designed to provide faculty members with advanced tools, techniques, and theories about online courses.

• Participants are paid up to 3 CUs in order to design, create, and teach an online course.

• On completion of this 9-session face-to-face course, faculty members will have a complete online course environment.

• As part of the CU agreement, faculty participants agree to teach their developed courses online within 3 Fall/Spring semesters of completing the *Online Design* course.

5. Preparing to teach online courses

a. Before preparing to teach a course online, a faculty member should already have experience teaching that course in a face-to-face format.

b. When the course instructor is also the course-content designer, significant time and effort are required, prior to offering online courses for the first time, for
preparation of course materials (e.g., lectures, multimedia, tests/quizzes, discussion content). Course-material development requires a minimum of 40 hours of development time prior to the first course offering. Allow one full semester for content development prior to the first offering of an online course.

c. Assign only one new online course per instructor per semester.

d. The core structure and core materials for the entire course should be created and in place before the first day of class. Do not assign instructors to online courses without verifying that course materials are already developed.

e. Key 14 credit units (CUs) may be assigned to faculty members in recognition of the time and effort required to develop online courses. This assignment should be well in advance of the term in which the course is being taught. Note that Key 14 levels a, b, and c credit units require prior approval by Dean and Provost.

6. Course-readiness review

a. The CTL, in conjunction with faculty members from all three colleges, has developed a Course Readiness Checklist based on nationally normed models, such as the Quality Matters program. See "Administrator Tools" at http://homepages.neiu.edu/~ctl/

b. It is best to perform a peer review of course structure and content, prior to the first offering of an online course, by faculty members in the department or college who are experienced in teaching online. The CTL can provide a list of faculty members who have completed the Online Design course and who are familiar with the NEIU Course Readiness Checklist.

7. Student-rating processes

a. Students taking online courses must complete their end-of-semester course ratings online. Departments with online course must, therefore, use the End-of-Semester eSurvey process (see http://homepages.neiu.edu/~ctl/esurveys.html).

8. Related resources

a. For recommendations from the Task Force on Online Learning, see their final report at http://homepages.neiu.edu/~facsen/FCAA_2010-2011/TFOL_Document FCAA_Revised_102010.pdf.

b. Contact the CTL with questions related to the Learning Management System (D2L-Faculty-Help@neiu.edu), eSurveys (Course-Evaluations@neiu.edu), or general questions (call x4467).