

Approved by the Curriculum Committee, 02/21/13
Folsom Lake College Guidelines for Online, Hybrid and Web-Enhanced Instruction

Definitions:

Online course – An online course is a course that is offered over the Internet. 100% of class meetings, assignments, lectures, and assessments are online.

Hybrid course – A hybrid course is a course that is taught using similar web-based tools and activities as an online class. Some portion of the course meeting time is conducted online, and the remaining percentage of the class is conducted onground.

Web-Enhanced course – The class is taught face-to-face in a classroom for 100% of the course hours, but classroom assignments and materials are supplemented with web-based activities. Examples would be online projects, handouts and other course materials available online. Web-Enhanced courses do not replace any required class time, as such they do not require separate DE Curriculum approval.

Learning Management System (LMS) – The LMS is a system that provides a set of tools for online, hybrid, and web-enhanced courses. The LMS infrastructure is maintained by DO-IT. LMS is not synonymous with “online course,” as there are many ways to create an online course that do not make use of a Learning Management System.

1. General Guidelines for Online, Hybrid, and Web-Enhanced Courses

1.1. Every course website, whether the LMS or a third-party application or service should include the following information:

1.1.a. the college name,

1.1.b. a link from the course home page to the FLC Home Page: <http://www.flc.losrios.edu/>,

1.1.c. the name of the course,

1.1.d. the name of the professor and contact information for the professor.

1.2. Web Accessibility: Every course-related website at FLC should meet the legal requirements imposed by Section 508 of the 1973 Rehabilitation Act and ADA guidelines.

1.3. Publisher-provided textbook related websites may be considered an appropriate and acceptable alternative to the LMS or to other district or college websites.

1.4. Any faculty member wanting to use non-district resources for their online, hybrid, or web-enhanced course should consider:

1.4.a. Security of students' information on the outside server.

1.4.b. Reliability, performance and availability of the outside server

1.4.c. ADA/Section 508 compliance of outside server.

1.5. Courses must receive separate DE approval to be offered in online or hybrid modalities.

2. Development of Online Courses

It is recommended that the faculty member assigned to teach an online or hybrid course for the first time meet with the Instructional Design and Development Coordinator:

- 2.1. To discuss the instructional design resources to support the development of the online course,
- 2.2. To discuss the professor's plans for the course,
- 2.3. To discuss training resources available for learning to teach online,
- 2.4. To discuss other resources available to assist the faculty member in developing and maintaining their course, and
- 2.5. To ensure the faculty member is aware of the ADA guidelines.

3. Copyright and Intellectual Property Rights

- 3.1. It is the responsibility of the faculty member to ensure that any materials used on a course-related website do not infringe copyright.
- 3.2. Faculty members' intellectual property rights concerning course content are protected under Article 28 of the Los Rios Community College District Collective Bargaining Agreement with Los Rios College Federation of Teachers - see <http://www.lrcft.org/contract.aspx>.

4. Online Faculty Qualifications

Assignment is the right and responsibility of Management; however, accepting an online assignment is voluntary. When seeking faculty to teach an online or hybrid class, deans may consider the following types of training and experience to determine a faculty member's readiness to teach an online or hybrid class.

- 4.1. The faculty member has completed a course of study in online or hybrid teaching, including those offered at FLC and throughout the district, or a comparable program offered elsewhere.
- 4.2. The faculty member has completed individualized training in teaching in DE modalities.
- 4.3. The currency of the faculty member's experience in online teaching.
- 4.4. Participation in the FLC Online Educators community of practice.
- 4.5. Experience as a student in an online course.
- 4.6. Prior experience teaching a course in a DE modality.

5. Evaluation of Faculty Teaching Online Courses

The process to be used for evaluating online faculty is determined by Article 8 of the LRCFT/LRCCD Collective Bargaining Agreement. The following process for online course evaluation is recommended:

- 5.1. Typically, administrators and peer faculty evaluators meet with the faculty member under review, who demonstrates the online course environment.
- 5.2. Procedures for student evaluation of online faculty are addressed in Article 8 of the LRCCD/LRCFT

6. Regular Effective Contact

Regular and effective contact, per Title 5, Section 55376, may take place through, but is not limited to, office hours, telephone conversations, email exchanges, course lectures, group or individual meetings, orientation and review sessions, video conferencing, chat, and/or field trips.

6.1. Regular and effective weekly contact is the responsibility of the instructor to initiate.

6.2 Students should have frequent opportunities to ask questions and receive answers from the instructor of record.

7. Student Support Services

7.1. Accreditation guidelines stipulate that online students have access to the same level of services, support, and assistance as students on campus.

7.2. The Federal Americans with Disabilities Act (ADA), California Bills AB422, and AB386, and Section 11135 of the California Codes, require that online students with disabilities have access to the same level of services, support, and assistance as general population students.