



University of Detroit Mercy Online Course Delivery

SUBMISSION AND APPROVAL POLICY AND PROCESS

Introduction

The MFA membership realizes that hybrid and online course, minor, certificate, and degree program delivery is key to both UDM's status as a regional leader in higher education and its ability to attract and retain more undergraduate and graduate students world wide. The development and offering of any online course, online minor, online certificate, or online degree program must meet a standard for quality, including sound learning objectives, student engagement, and copyright compliance. The responsibility for achieving all these criteria is a shared task of the faculty, the college/school curriculum committees, the college/school deans, the program review committees, and the overall McNichols Faculty Assembly.

The MFA also recognizes there are four primary paths available to change the paradigm of traditional college-level classroom course delivery:

- a. transforming **one** course in a minor, certificate or degree program to online delivery;
- b. transforming a **few courses** in a minor, certificate or degree program to online delivery;
- c. transforming **every course** in a minor, certificate or degree program currently delivered in the traditional classroom setting to online delivery; and
- d. creating a completely **new** minor, certificate or degree program which includes online delivery.

To assure consistency in understanding, the McNichols Faculty Assembly has taken from the Distance Education Study and Proposal presented to the Vice President for Academic Affairs in January 2010, "the definition of commonly used terms which offer faculty and administrators a way of communicating ideas effectively when developing online materials." These are:

Distance Education: an educational system that incorporates pedagogical and technological tools to deliver course materials to students who are located at a distance from the instruction.

Online Course: completely Internet-based; instruction can be synchronous, asynchronous, or a combination of the two. (Note: The Higher Learning Commission defines an online course as "those in which all or the vast majority [75% or more] of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms.)

Hybrid Course: Taught using a combination of online sessions and classroom sessions. (up to 50% in classroom, between 1/3 and 3/4 online)

In order to expeditiously move the development of online delivery forward, the MFA has outlined (with the AVP and [name] of distance education) specific guidelines for the four paths that are available. A description for each follows:

- a. Transforming **one** course in a minor, certificate, undergraduate or graduate degree program to online delivery.
 - Faculty member will notify the Department Chairperson or Academic Discipline Coordinator, Dean, and [name/position] of distance education of intent to move course to online delivery. Faculty member will complete the Distance Education checklist submitting it as part of the notification.

- b. Transforming a **few courses** (between 1/3 and 1/2 of the courses) in a minor, certificate, undergraduate or graduate degree program to online delivery where the course content remains essentially the same and no new resources are required.
 - Faculty member will notify the Department Chairperson or Academic Discipline Coordinator, Dean, college/school curriculum committee and [name/position] of distance education of intent to move courses to online delivery.
 - The college/school curriculum review committee will determine whether there should be a programmatic review of the proposed online courses. College/school will determine their internal process for such a review. The internal process required should be in writing and made available to the faculty.
 - Once the online course proposal is approved, with or without programmatic review as determine by the college/school curriculum committee, information concerning the decision with a list of the courses, faculty members, program (minor, certificate, or undergraduate/graduate degree) should be forwarded to the Shared Governance Clearinghouse (membership includes the Vice President for Academic Affairs and the MFA Executive Committee) for record-keeping purposes only.
 - Once the online course proposal is approved, with or without programmatic review as determine by the college/school curriculum committee, information concerning the decision with a list of the courses, faculty members, program (minor, certificate, or undergraduate/graduate degree) AND the completed Distance Education Checklist should be forwarded to the [name/position] of distance education. The [name/position] of distance education will seek clarification or follow-up as needed and determined by the responses provided on the Distance Education Checklist.

- c. Transforming **every course** in a minor, certificate or degree program currently delivered in the traditional classroom setting to online delivery where the course content remains essentially the same and no new resources are required. The requirements in this section also include any minor, certificate, or degree programs moving from 1/3 to 1/2 of the courses online to all courses going online.
 - Department Chairperson or Academic Discipline Coordinator, Dean, college/school curriculum committee and [name/position] of distance education of intent to move all courses to online delivery even if courses will also be offered in the traditional classroom setting.
 - The college/school curriculum review committee will be responsible for completing a programmatic review of the proposed online minor, certificate, undergraduate or graduate degree program. The college/school will determine their internal process for such a review. The internal process required should be in writing and made available to the faculty.
 - Once the online minor, certificate, or degree proposal is reviewed and approved, documentation concerning the decision with completed Part 1 of the Distance Education Checklist should be forwarded to the Shared Governance Clearinghouse

(membership includes the Vice President for Academic Affairs and the MFA Executive Committee) for record-keeping purposes only.

- Once the online minor, certificate, or degree proposal is reviewed and approved, documentation concerning the decision with the completed Distance Education Checklist (Parts 1 and 2) should be forwarded to the [name/position] of distance education. The [name/position] of distance education will seek clarification or follow-up as needed and determined by the responses provided on the Distance Education Checklist.
- Creating a completely new minor, certificate, graduate or undergraduate degree program which includes online delivery.
- The Combined Program Review Committees of the MFA has stated that any proposed graduate or undergraduate degree program which will be offered totally online is subject to the Shared Governance review process. The Undergraduate and Graduate Standards Committees have stated that any proposed new minor or certificate program which will be offered totally online is subject to the Shared Governance review process.

When a discipline's accrediting association standards are more stringent than those included in this policy, the accrediting association's standards shall prevail.

No existing hybrid or online courses existing as of 3 May 2010 are affected by the processes noted above.

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