Policies/Procedures
(by area)

Timeline for resolution	eLearning Support	Policy Sub Team assignment
Now	1. **POLICY:** New online course development in WebCT will not be supported by eLearning after September 12, 2008.	Brenda
Before migration to ANGEL	2. **POLICY:** Faculty are required to furnish eLearning with documented evidence of copyright permission before requesting course-related images or videos to be copied, streamed, or imbedded into online classes. * Recommend that information about Copyright requirements come from Library.	Carol, Jan
Before migration to ANGEL	3. **POLICY:** Establish protocol to request help with problems in online courses. Instructors should call Helpdesk first. When appropriate, Helpdesk will refer the problem to eLearning. * It was recommended that eLearning purchase tracking software (similar to that used by Helpdesk) to log problems and results.	Brandi, Terry Brenda
Before migration to ANGEL	4. **Standard:** Establish which course development software will be recommended and supported by eLearning.	Carol, Jan, Brenda
Before migration to ANGEL	5. **Standard:** Establish which versions of Windows OS and Microsoft software are recommended and supported by eLearning and IT.	Carol, Jan, Terry, Brenda
Before migration to ANGEL	6. **Standard:** Establish which browsers are recommended by ANGEL and supported by eLearning and IT.	Brandi, Terry, Brenda
Before migration to ANGEL	7. **Procedure:** eLearning instructional design and course development assistance are available to faculty by appointment.	Carol, Jan, Brenda
Before migration to ANGEL	8. **POLICY:** Establish minimum lead time for instructors to receive eLearning and instructional design support for new course development before a course is scheduled to go online. (possibly 60 days or 90 days)	Carol, Jan, Brenda
Before migration to ANGEL	9. **POLICY:** Instructional design, graphics, and multimedia support will be provided for instructors as needed. Content will not be created or added by eLearning unless the instructor is present and actively participating to become proficient in course development processes.	
Before migration to ANGEL	10. **Procedure:** eLearning will manually create and issue Master Course shells on request. * Establish procedures and requirements for faculty to request new Master Course shells for course development.	Brandi, Jerry, Terry, Brenda

Timeline for resolution	Training	Policy Sub Team assignment
Before migration to ANGEL	11. **POLICY:** Instructors are required to successfully complete ANGEL training before they can teach using ANGEL. 　* Only instructors who complete training will be given an ANGEL user account. 　* Instructors should demonstrate proficiency in ANGEL. (Develop checkpoint tests). 　* Establish number of hours, sessions, or modules that will be required.	Carol, Jan, Jerry, Brenda
Before migration to ANGEL	12. **POLICY:** Department/Division Chair will not assign a WEB or Hybrid course to any instructor who has not successfully completed required ANGEL training. 　* A current list of online courses and instructors who have completed training will be generated out of Colleague. Department/Division Chairs will sign off on courses that can be pushed into ANGEL.	Brandi, Carol, Jan, Jerry
Before faculty training starts	13. **POLICY:** If instructor demonstrates lack of computer competency (computer skills, Internet, email basics, file maintenance, word processing, copy, cut, and paste) during ANGEL training, additional basic training will be recommended before taking advanced ANGEL training (and/or being able to teach in ANGEL?).	Carol, Jan, Jerry

Timeline for resolution	Online Course Creation, Set-up, and Delivery	Policy Sub Team assignment
By Spring 2009	14. **Procedure:** All credit courses will be pushed to the ANGEL server each semester. Course shells will be available to instructors approximately 1 month before each semester start date.	Diane, Jerry, Terry
By Spring 2009	15. **Procedure:** Online Course Offering Form will not be required for ANGEL classes.	Diane, Jerry, Terry
Before specified deadline date for Spring 2009	16. **POLICY:** Departments/Divisions are required to complete XSFL form listing all online courses and submit it to the Registrar's office by specified deadline, in order for courses to be designated as WEB or HYB in the course catalog. 　* Deadlines for XSFL form submission are different each semester, to be specified by Registrar. 　* If courses are to be crosslisted, that information needs to be included in the XSFL.	Diane, Jerry, Terry
Before faculty training starts	17. **Procedure:** Instructors will merge their own course sections in ANGEL. 　* Merging classes can only be done during a specified period of time each semester. Time period ends on the first day of classes 　* If classes need to be merged after that time period ends, instructors must contact the Helpdesk to merge them.	Brandi, Diane, Jerry, Terry,

Timeline for resolution	Online Course Creation, Set-up, and Delivery (continued)	Policy Sub Team assignment
By Summer 2009	18. **POLICY:** Instructors may not switch from face-to-face lecture classes to Hybrid at the last minute without causing problems for students. * HYB designation would not be included in course schedule, so it would be unfair to expect students to know that they need a computer to take the class.	Carol, Diane, Jan, Jerry
Before faculty training starts	19. **Procedure:** Faculty will activate their own classes at the beginning of each new semester or term.	Terry, Brandi, Brenda

Before faculty training starts	20. **POLICY:** Department/Division Chair is responsible for who can request Master Courses and how many are requested.
	   * Establish procedure and/or form to request Master Courses from eLearning.
	   * Require signature of Department/Division Chair?
		Carol, Jan, Jerry, Terry, Brenda

Before faculty training starts	21. **POLICY:** Instructors are responsible for backing up their own courses and restoring them to new shells each semester. * Establish procedures.	Brandi, Terry, Brenda
Before faculty training starts	22. **Procedure:** Establish maximum number of sections that can be merged into one class? * Inquire about ANGEL best practices that exist for this.	Brandi, Diane, Terry

By Spring 2009	23. **Procedure:** Courses will remain accessible to students for 7 days following the end of each term.
	   * Courses will be flagged as disabled.
	   * Instructors may disable courses sooner if they want.
		Carol, Diane, Terry

By Spring 2009	24. **Procedure:** Courses will remain accessible to instructors for 30 days following the end of each term. * Only "incompletes" remain past 30 days.	Brandi, Diane, Terry
By Spring 2009	25. **Procedure:** Courses that have "incompletes" will remain active for 3 months. * Establish maximum time for incomplete courses to remain open?	Carol, Diane, Jerry, Terry
By Spring 2009	26. **Procedure:** Courses will be removed from server 30 days following end of each term. * If it becomes necessary for an instructor to look at a course after it has been removed (to check grades, for example), Admin must do a section restore from the archived course file.	Brandi, Jerry, Terry, Brenda

By Summer 2009	27. **Procedure:** ANGEL host will provide 4 DVD archives of all course sections each year.
	   * We decide when we want the backups to be done.
	   * We will keep the section archives on DVD only, not on the ANGEL server.
		Brandi, Terry, Brenda

Timeline for resolution	Course Development Standards and Requirements	Policy Sub Team assignment
Before faculty training starts	28. **Procedure:** Establish guidelines and outline steps for migration of courses from WebCT to ANGEL.	Carol, Jan, Terry, Brenda
Before faculty training starts	29. **Procedure:** Establish recommended maximum size for online course content (<u>after</u> working in ANGEL to gain understanding of LORs and Master Courses). * ANGEL recommends 50M. WebCT courses now range from 1M to 1G.	Carol, Jan, Terry, Brenda
By Summer 2009	30. **POLICY:** It is the responsibility of each online instructor to have documented copyright permission for their own course materials (such as images, graphics, videos, sound, articles, etc.).	Jan, Jerry, Brenda
By Summer 2009	31. **Procedure:** Online courses should provide a link to the CMS Syllabus.	Carol, Jan, Jerry
By Summer 2009	32. **POLICY:** Review current policy on stipends for developing new online courses. * Establish procedures to request stipend. * Establish procedures for approval process at Division/Department level.	Diane, Jerry, Laura, Patsy
By April 2009	33. **POLICY:** Define "hybrid" course. (key terms: *seat time, regularly scheduled*) * If a course has *any* live class meetings, as some Speech courses do for student presentations, should the class be listed as HYB in the catalog, even if all of the content is taught online? * How does the "50% Rule" from Texas Co-board affect this? * Another committee, headed by Danita McAnally, is currently working on the AC definition for "hybrid." (They will let us know when they reach a decision.)	Carol, Jan, Jerry
Review procedures by Summer 2009	34. **POLICY:** All new courses at AC must be approved by the Academic Affairs Committee before they are created. * Courses are approved on basis of content, but not designated as online or F2F. * What is current procedure to get approval for new course from Academic Affairs? * New form is being developed.	Carol, Jan, Jerry
By Summer 2009?	35. **POLICY:** All new online courses will be reviewed and evaluated for instructional quality and best practices. * Define standards and develop or adopt evaluation rubric for online courses. * Establish who will review and evaluate (Division Chairs/Departments/eLearning or team including both?) * Establish who has final decision about what goes online? * eLearning should be informed of all new online courses being developed.	Carol, Jan, Jerry, Brenda (Add Danita before developing rubric.)

Timeline for resolution	Online Teaching	Policy Sub Team assignment
By Summer 2009	36. **POLICY:** A Student Orientation is required in every online course. * Are students required to take online orientation before they can take online classes?	Carol, Jan, Jerry, Brenda
By Summer 2009	37. **Procedure:** A Student Orientation will be placed in LOR, available to be linked to from all courses.	Brandi, Carol, Jan, Brenda