

POLICY TITLE

Policy Number: A.02.16

DISTANCE LEARNING –BLENDED COURSES

SCOPE

All academic units.

PURPOSE

The purpose of this policy is ensure the academic integrity of courses offered in a blended format in a manner that is consistent with applicable University academic standards and accreditation requirements established by SACS.

DEFINITIONS:

Blended/hybrid courses combine the flexibility of online instruction with the benefit of face-to-face instruction in the classroom. These courses effectively combine classroom-based instruction with online instruction thereby reducing the amount of time spent in the physical classroom. For the purposes of this policy a blended course at UST is defined as one in which a minimum of one third of course content is delivered online.

POLICY/PROCEDURE

Course Standards:

1. Blended courses must meet the same standards and level of academic rigor as those offered in a traditional classroom setting.
2. Instruction for the online component of a blended course will be consistent with the stated learning outcomes for the course.
3. Students enrolled in a blended course are subject to the same attendance policy and procedures as those for a course offered in a traditional format.
4. End of the semester course evaluations will follow current established policies adopted by Schools and Departments.

Approvals:

1. Blended courses must be approved by the relevant department/program chair and the academic dean prior to the submission of the semester course schedule.
2. A blended course will be designated as such by the Registrar in the published schedule of classes for a given semester.
3. The blended course designation cannot be changed at any time.

Technology and Training:

1. The online component of a blended course will be delivered though Blackboard, UST's primary course management system. The use of alternate or additional technology

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platforms will require approval of the Vice President of Planning and Technology and the Provost and Vice President for Academic Affairs.

2. UST provides appropriate and timely training, instructional design, and technical support to faculty members developing blended courses.

Faculty Responsibilities:

1. Faculty members teaching a blended course should be proficient in the use of technology used to deliver instruction for the online component of the course.
2. Faculty members teaching a blended course will provide an orientation for the online component of the course during the first week of the semester.
3. The syllabus for a blended course will include a detailed schedule of in-class meetings and online activities for the entire semester.
4. A faculty member teaching a blended course will specify the expectations of students for the online component of the course in the syllabus

Faculty Ownership of Courses:

Course materials developed for blended learning by faculty will be covered by the Intellectual Property policy of the university.

APPROVED: Dr. Robert Ivany

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Revision Number:

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