KENNESAW STATE UNIVERSITY
COLLEGE OF ARCHITECTURE AND CONSTRUCTION MANAGEMENT

Digital Learning Policy

View the list of certified online and hybrid courses.

1.0. Overview

Offering online/hybrid courses provides flexibility for students and the programs. Additionally, online course development creates an archive of course material that can help share expertise and resources across different sections and different semesters.

The faculty members are the content experts and the college relies upon faculty to develop the online and hybrid courses. This policy helps to ensure that the courses are available for our students and the courses meet the standards of KSU's online delivery. The policy also provides a framework to clearly guide faculty who wish to develop online courses.

2.0. Standards

All courses offered in the college shall be held to the same standard of rigor, engagement, and student experience regardless of the mode of instruction. This policy applies to all CACM courses offered in an hybrid, online synchronous, or online asynchronous modalities, except for course types listed in section 3.0., item 14. Assessment of all online/hybrid courses must be a regular part of the department's assessment plan. Student Learning Outcomes (SLOs), Course Learning Outcomes (CLOs), etc. shall be identical across modalities. Course learning evidence for accreditation shall be made available from all modalities and archived each semester when part of an accreditation plan.

3.0. Implementation

The faculty member developing the course(s) must complete the course design and facilitation workshops offered by DLI before the development of the first online/hybrid synchronous or asynchronous course is proposed. The faculty member of record, who did not create the course, must also complete the course design and facilitation workshops offered by DLI.

New courses must have GPCC or UPCC prior approval before moving into development. Only full-time permanent faculty can develop online and hybrid courses. Faculty are to conduct a self-review of the course design meeting one of the following goals: achieving 80% of total point value **OR** meeting all the Essential (3 points) standards from each of the eight (8) Course Review Standards (e.g., QM), and one 2-point standard, Standard 8.4**,** prior to a required ID review.

The developer should seek assistance and guidance from the Digital Learning Innovations Instructional Designer assigned to CACM and contact them through the DLI Service Portal.

The developer may include a blanket statement regarding accessibility to PDF's within the course to satisfy Standard 8.3. The statement, as approved by KSU, is:

"This course has been designed with a focus on digital accessibility. As such, all course files have been reviewed, and as many as possible have been modified to meet accessibility standards for use with assistive technology, such as screen readers. However, the technology is still unavailable to make some files (such as building schematics) accessible to screen readers. We are still looking for solutions to remediate these files and are working to create viable options to meet the needs of students who use assistive technology. Any files that we are not able to modify at this time for accessibility will be denoted. If you use a screen reader and you find you cannot access a document or file in the course, please let me know, and I will do everything I can to come up with an alternate solution for you."

The department chair and/or program coordinator acts as a content expert to ensure the course meets the learning outcomes, accessibility standards, and content expectations of the department. The subject matter expert (faculty of record) acts as a content expert to ensure that the course is appropriate for the discipline.

To offer a course as online or hybrid:

1. The content of the course must be approved by the department chair/director and the chair/director appoints a subject matter expert prior to the course development.
2. As with any in-person course, an approved online/hybrid course must be "maintained" each semester.
3. The course to be developed will use a university approved learning management system (LMS) and should be designed to be offered fully online or as a hybrid. All materials and interactions should be embedded in or take place within the university approved LMS. An exception can be granted if the course will use online materials provided by a publisher or a document cannot be stored in the LMS according to the KSU Document Management Policy https://uits.kennesaw.edu/document-management/.
4. The course cannot be based on a publisher's e-pack or include any textbook supplemental materials if the course does not require that textbook.
5. The finished course must meet or exceed Course Review Standards according to the designated DLI course reviewer.
6. Any course approved for asynchronous online offering can be offered as a hybrid or as an online synchronous. A course approved as hybrid or for synchronous online delivery cannot be offered fully online or in an asynchronous format.
7. A course intended to be taught exclusively at 50% hybrid or below may be submitted for review at that modality alone, without building or evidencing a fully online version.
8. The course must be re-reviewed at least once every five years. An earlier review is needed if more than 20% of the course materials were updated/revised. It is recommended that the departments align the online review cycle with the continuous course improvement review cycle. This will ensure that new course materials will be developed when course description or outcomes are changed.

9. The course will be designed as a "shared course" so that other faculty, full or part-time, may be assigned to teach this course as needed. This is an institution assisted effort as defined by the USG Policy and the developed course is the joint property of the developer and KSU.

   The course has been approved per Course Review Standards and the instructor has faithfully maintained those standards. The instructor may change content, assignments, and assessments at their discretion if it does not modify the Course Review Standards (QM) for the course.

10. Any faculty, full or part-time, teaching an online/hybrid course developed by someone else must have taken the course design and facilitation workshops offered by DLI prior to the start of the semester in which the course is being taught.
11. Once approved, the developed online or hybrid course must be taught within the next 12 months.
12. All courses, including fully online courses, will be evaluated by students each semester they are offered using KSU approved instruments.
13. While multiple course designs for one course may be available, courses scheduled online, or hybrid must all be taught using a compliant course design. Instructors may moderately adjust or update a copied instance of a compliant digital course design as fitting for the semester context and student body provided accessibility and sustained instructor interaction are maintained. If a copied instance of a course is not being used, the newly designed course will need to undergo the review processes described above.
14. Courses designed for individualized instruction – e.g. graduate thesis hours, graduate master's project, directed study, internship and capstone - are not required to be reviewed.
15. While not required, new college faculty are strongly encouraged to complete appropriate DLI training on digital course design and facilitation within their first academic year at KSU.

4.0. Timeframe for the Course Development and Review Process

The review process may involve revisions and resubmissions. Therefore, all review and re-review requests must be submitted to the college instructional designer at least 8 weeks prior to the start of students enrolling for the course.

Department Chair will verify that the course is DLI approved for online delivery. No course will be scheduled unless the course approval is in place. After the beginning of each semester, the chair will provide the dean with a report listing all online and hybrid courses in the department.

5.0. Resources

Digital Learning Innovations