

## **Recommendation 4**

### **Review and Approval Process for Hybrid and Online Courses**

In modifying its policies regarding hybrid and online courses, Seaver College is neither promoting nor discouraging the development of hybrid or online courses. The development of hybrid and online courses is a decision for the faculty.

If faculty seek to develop hybrid or online courses, it is imperative that they have the necessary knowledge and training to produce high-quality classes. Thus, it is recommended that all faculty teaching hybrid and online courses be trained in online course development, implementation of effective online pedagogies, assessment of online learning, and the proper use of software tools required for developing and delivering hybrid or online courses. It is also recommended that all hybrid and online courses be reviewed and approved by the Seaver College Academic Council (SAC) before the initial offering of the course. To implement these recommendations, the following content will be added to the Seaver College Faculty Handbook in a section on Hybrid and Online Courses to be added in Chapter III, Full-time Faculty Responsibilities. The content also will be added in Chapter VIII, Adjunct Faculty Responsibilities.

- Faculty teaching hybrid or online courses must be certified to teach online courses by completing a two course sequence in hybrid and online course development.
  - The courses are offered in the Faculty Professional Development program through the Technology and Learning Group of the Information Technology department at Pepperdine.
    - FPD 101 – This course focuses on integration of technology in the classroom and introduces a variety of technology tools and techniques.
    - FPD 301- This course is focused on online course development, online pedagogy and assessment.
  - The associate dean, in consultation with SAC, may approve alternate courses or educational programs to act in fulfillment of the FPD 101 and PFD 301 courses.
  - Faculty must complete FPD 301 (or its equivalent) before submitting an Online or Hybrid Course Proposal form to SAC.
- The following policies apply to all courses taught at Seaver College, except directed study (299, 499 or 599) or internship (295, 495 or 595) courses.
  - All hybrid or online courses must be approved by the Seaver College Academic Council before the initial offering.
  - Faculty teaching an approved hybrid or online course will receive release time for a single course (maximum of four units) in the semester preceding the hybrid or online course offering.
    - In order to receive release time to develop a hybrid or online course, the course must have been approved by SAC.
    - Release time will only be granted for the initial offering of a hybrid or online course.
    - To facilitate the registration process, the following schedule will determine the earliest semester in which release time may occur.
      - Course approved by SAC between January 1 and August 31

- Release time occurs in the spring semester of the subsequent calendar year
  - Course approved by SAC between September 1 and December 31
    - Release time occurs in the fall semester of the subsequent calendar year
- *Exemplar timelines*
  - *Summer 2015 (or earlier) – Faculty completes FPD 301*
  - *SAC approves online course proposal between January 1, 2015 and August, 2015*
  - *Spring Semester 2016 – Course release semester*
  - *Fall Semester 2016 – Initial offering of online course*

OR

  - *Summer 2015 (or earlier) – Faculty complete FPD 301*
  - *SAC approves online course proposal between September 1, 2015 and December 31, 2015*
  - *Fall Semester 2016 – Course release semester*
  - *Spring Semester 2017 – Initial offering of online course*
- Directed study (299, 499 or 599) or internship (295, 495 or 595) courses may be offered in an online or hybrid format if the following conditions are met.
  - The faculty member teaching the course has completed FPD 101.
  - Faculty teaching directed study or internship courses in either a hybrid or online format do **not** receive release time for course development.