Policies for the Development and Delivery of Online and Hybrid Courses and Programs at the University of La Verne

A. Introduction

1. La Verne has been offering web-based courses for more than a decade. In addition to a variety of general education courses, La Verne now offers complete degree programs fully online. Fully online and hybrid course delivery is expected to grow in the future.

2. ULV Online has been responsible for the scheduling and registration of the undergraduate and graduate students in the fully online courses. In addition, online and hybrid courses have been offered to some extent by the academic units in the traditional-aged undergraduate program, and in some doctoral programs.

3. The expected growth of online and hybrid courses will involve all of the academic units. To ensure efficiency and effectiveness in the delivery of online and hybrid courses, the following policies have been established to provide uniform development and delivery of future courses and program offerings wherever they are offered.

4. Faculty who wish to develop online and hybrid courses to fulfill programmatic needs must first gain the approval of the department/program chair and appropriate academic dean and complete the Online Certification Process with the Center for Teaching and Learning (CTL). Signing the Memorandum of Understanding, (Appendix A), is required in order to receive a Course Development Stipend ($2,500 online and $1,500 hybrid). In addition, a $500 Online Certification Stipend will be paid upon the completion of the Online Certification Process.

B. Definitions

1. Fully Online Program – a fully online program does not require the student to attend classes in a regular classroom setting, face-to-face. Online programs must be submitted to WASC for approval through the Substantive Change Process.

2. Online Course – a fully online course does not require the student to attend the class in a traditional classroom setting. Should an online course require any face-to-face meetings, this should clearly be stated in the course schedule available through MyLaVerne.
3. **Hybrid/Blended Course** – a course in which the number of traditional face-to-face class sessions has been reduced significantly, 10% up to a maximum of 50%, due to online delivery, but still requires face-to-face sessions as defined in advance in the course schedule available through MyULV.

4. **Hybrid/Blended Program** – a program that is a mix of traditional face-to-face courses, fully online courses, and/or hybrid/blended courses or a program consisting of all hybrid/blended courses.

5. **Web-Supported Course** – a traditional face-to-face course that is supported by online materials, but whose face-to-face schedule is not altered more than 10%.

### C. Course Development

1. **Blackboard as the Online Platform** – as the number of online, hybrid, and web-supported courses grow, the University of La Verne cannot support multiple online platforms. Blackboard is the primary course management system supported at La Verne. The University will assist the faculty in learning Blackboard and other web-based instructional techniques and software to develop course material for online delivery. In addition, all online, hybrid, and web-supported courses/programs will utilize University servers except as approved by the appropriate academic Dean and the Provost.

2. **Ownership** – a faculty member asked to develop an online or hybrid course (see Section A 4.) will have the option of being paid a Course Development Stipend. If the faculty member agrees to the Ownership terms of the Memorandum of Understanding (see Appendix A) regarding the rights of the faculty member and the University, then they will be eligible to receive the Course Development Stipend. The faculty member will own the course material and can use it at La Verne or to teach at other institutions once all references to La Verne have been removed. However, the faculty member may not use University resources to offer and/or teach the course at another institution.

### D. Faculty Online/Hybrid Certification and Curriculum

The CTL and the academic departments will provide faculty with procedures for completing the Online Certification Process. The main purpose of the
Online Certification Process is to ensure effective course design, the necessary training for online tools and Blackboard, provide faculty with best practices, instructional design and support, build quality assurance and compliance for WASC, and provide the resources to create high-quality online and hybrid courses. The Online Certification guidelines are available through the CTL.

1. **Faculty Online/Hybrid Certification** – faculty should allow ample lead-time (about 15 to 20 hours, which includes some course development) to complete the Online Certification Process. Hybrid courses involve developing the same teaching skills as needed for a fully online course. In the event of special circumstances, the department/program chair and academic dean will provide the CTL with written approval to defer certification or concurrently teach an online or hybrid course while in certification.

2. **Online/Hybrid Course Delivery** – the CTL maintains teaching resources for hybrid and online syllabus design, and traditional classroom to virtual classroom resources. Both full-time and part-time faculty will ensure that the syllabus for an online or hybrid course clearly and prominently articulates the desired learning outcomes for the course and the method of assessment that will be used to validate the achievement of these outcomes in accordance with University specified syllabus policies. Faculty should ensure that the learning outcomes are the same as and material covered will be similar to the traditional classroom experience.

E. **Online and Hybrid Delivery**

**Offered through Colleges:** All approved online and hybrid courses offered to traditional-aged undergraduate students and doctoral students will be offered through the appropriate college/department.

a. Hybrid and online courses must be approved by the department/program chair and the academic dean prior to the submission of the course schedule.

b. A course designation cannot be changed once the course schedule is finalized. For example, a lecture course cannot be changed to a hybrid or online course, and vice versa.

c. Hybrid and online courses will be administered in accordance with the department/program chair and the academic dean. The academic dean or his/her designee will have access to any online or hybrid course for the purpose of review, evaluation, quality assurance and compliance for WASC.
Offered through ULV Online: ULV Online is the administrative unit responsible for the scheduling and delivery of all General Education courses taught online, approved online degree programs, and for all online and hybrid courses offered to adult undergraduate students and graduate students through the Regional Campus Administration. ULV Online will administer these programs as follows:

a. For approved online degree programs, the appropriate college/department will be responsible for establishing the schedule of course offerings and assigning instructors. The appropriate academic units will be responsible for monitoring the quality of the course and its delivery. ULV Online will be responsible for the creation of CRN numbers, class registration, and general administration responsibilities for courses including necessary interaction with students and faculty. ULV Online will also coordinate proctoring of exams and distribution of course material as needed.

b. ULV Online will contract with full-time or part-time faculty to deliver courses based on student and program needs, and enrollment patterns. All quality assurance systems regarding instructor approval apply to online and hybrid courses, as they do for traditional classroom courses. The academic units are responsible for the quality control of online courses offered by ULV Online.

c. The academic dean or his/her designee will have access to any online course for the purpose of review, evaluation, quality assurance and compliance for WASC.
APPENDIX A:

Memorandum of Understanding
Development and Delivery of Online and Hybrid Courses at the University of La Verne

This Memorandum of Understanding between the University of La Verne (“University”) and ___________ (“Course Developer”) to develop course material for __________________________, an online/hybrid course at the University.

The Course Developer agrees to:

1. develop original course material for online delivery and to update the material, as necessary, whenever the Course Developer teaches the online or hybrid course to the extent that the Course Developer would update materials for a traditional course.

2. ensure the syllabus clearly and prominently articulates the desired learning outcomes for the course and the method of assessment that will be used to validate the achievement of those outcomes, and that the learning outcomes and materials covered will be similar to the traditional on-campus classroom experience.

3. abide by the provisions of the U.S. Copyright Act, obtain written permission for any copyrighted material exceeding fair use, and respect any existing licenses for electronic material incorporated into the course.

The University agrees to:

1. pay the Course Developer a one-time stipend of $500 for the Online Certification Process, whether the course is being developed as a fully online or a hybrid offering. The stipend is paid when the Online Certification Process is completed. Payment originates with the dean requesting the course or by the Office of the Provost if the course is part of the General Education Program.

2. pay the Course Developer a Course Development Stipend of $2,500 to develop course materials for fully online delivery or $1,500 for hybrid delivery, including any professional development that may be necessary to learn Blackboard and web-based instructional techniques. The stipend is paid when the course is scheduled and offered for the first time. If a Course Developer is asked to convert a hybrid course to an online course (see Section A 4.), then the Course Developer will receive a $1,000 Course Development Stipend (the difference between the
hybrid development stipend and the fully online course development stipend). Payment originates with the dean requesting the course or by the Office of the Provost if the course is part of the General Education Program.

3. make the necessary resources available to support course development, including computer equipment and software, and instructional development support through the Center for Teaching and Learning, including training on Blackboard and web-based instructional techniques.

Ownership:

Both parties agree that the University assigns all right, title, and interest, including copyright, in the course materials to the Course Developer. The University confirms that it claims no right, title or interest, including copyright, in the course materials. However, the University reserves the right to use the original version or any derivative work created to support the delivery of education within the University of La Verne. The Course Developer will leave the course fully intact such that another faculty member could teach the course in the event that the Course Developer is no longer teaching the course or employed by the University. The Course Developer has an unrestricted right to use and reproduce the original course materials and to prepare derivative works there from without further obligation to the University, provided the Course Developer removes all references to the University of La Verne when using the original course materials or derivative works at another institution.

By signing here, the Course Developer agrees to the items stated in this Memorandum of Understanding and is entitled to a Course Development Stipend as described above.

Signed: ________________________________  Date

Course Developer

Printed: ________________________________

Course Developer

By signing here, the Course Developer waives their right to the Course Development Stipend and by doing so negates the Ownership portion stated above in this Memorandum of Understanding.

Signed: ________________________________  Date

Course Developer

Printed: ________________________________

Course Developer