

Northwestern State University  
Electronic Learning Policies and Procedures

May 2010

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## Introduction

Institutional development, delivery, and evaluation of electronically delivered courses and programs take place in the context of the policies and procedures of all existing academic programs. It is not the intent of the Electronic Learning Policies and Procedures to supplant any existing policies set forth by the University, but where necessary, to define new or to expand existing policies and procedures to ensure the most effective implementation and support of electronic courses and programs.

The Office of Electronic and Continuing Education at Northwestern State University primarily organizes and facilitates technology as a vehicle for course delivery. The office seeks to provide a high quality student learning experience through comprehensive user training, by expanding the times and places of instructional offerings, and by integrating technological innovation. In addition, the office facilitates partnerships with other educational institutions, business and industry, and community and public agencies, in order to provide electronic learning opportunities.

## The goals of the Office of Electronic and Continuing Education

- Ensure the technology used is appropriate to the nature and objectives of the academic programs
- Expand educational opportunities in a financially responsible manner through synchronous and asynchronous electronic learning
- Provide access to college courses through alternate delivery methods in order to offer educational opportunities to students unable to accommodate a traditional class schedule
- Provide technical training in the use of e-learning instructional techniques and in the use of associated technologies

All electronic academic courses at Northwestern State University are considered comparable to traditional courses, are taught by regular and approved adjunct faculty, and adhere to all the same standards, prerequisites, and requirements as traditional sections of identical courses.

Northwestern State University utilizes two electronic delivery modes for instruction:

**Compressed Video:** Occurs in real time and allows the instructor to communicate with remote site sections of the class via two-way video and two-way audio. Instructors and students hear and see each other live from each site.

**Online:** Courses offered via the World Wide Web.

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## **Responsibilities related to electronic course delivery**

### **Academic Division**

- Identifies courses to be offered
- Coordinates information with partnering institution(s), if applicable
- Supervises faculty production and delivery of courses
- Manages budget for purchase and lease of related course material
- Evaluates electronic learning classes, faculty, and programs
- Arranges for test supervision as necessary
- Notifies the Vice President of Academic Affairs when a program's offerings reach 50% online, so that SACS and the Board of Regents can be notified.

### **Student Services**

- Manages admissions, registration, counseling, advising, and financial aid for electronic classes
- Administers placement testing as required

### **Electronic and Continuing Education**

- Orders, installs and maintains equipment and software necessary for support of compressed video
- Orients faculty to the use of compressed video equipment

- Actively participates in the selection of equipment and software used for online course delivery
- Provides professional development to faculty to facilitate the production and delivery of classes
- Maintains electronic course submission database.
- Provides technical support to faculty

A set of Guidelines for Online Programs has been developed and is approved by the E-Learning Advisory Council. The guidelines are included in this document. Additional policies for use by ECE are outline below.

- A program may not be delivered electronically without prior approval from the Board of Regents. Approval from the Board will be solicited through Technology, Research, and Economic Development and Academic Affairs. Courses must be approved each semester in accordance with the procedures set forth by Electronic and Continuing Education and the Office of Technology, Research, and Economic Development.
- All Internet/Web based courses must use the course management/gateway software package(s) approved by the University.
- All Internet courses will be hosted on designated secure university servers, which are managed and supported by Information Systems in accordance with approved electronic data processing policies and procedures.
- Electronic courses should be designed and evaluated according to those standards utilized for regular courses and identified by SREB and SACS.
- Courses developed under contract with Electronic and Continuing Education will meet expectations of the approved standards rubric.

#### **Adjunct Faculty Approval Process**

- A prospective faculty member sends a copy of the transcript, vita, and letter requesting employment.
- Upon receipt, the documents are prepared and processed for departmental review.
- The documents are forwarded to the appropriate college.
- The college forwards applications to the appropriate department for review.
  - If approved, the approving agent lists courses the individual is credentialed to teach and forwards to the Office of Electronic and Continuing Education for processing.

- Once the need for an additional section is identified, the department assigns the course and section number to the individual.
- Pending adjunct faculty members are contacted.
  - Pending adjunct faculty members are contacted to discuss contract details. If both parties are in agreement with the terms of the contract, a contract is generated and sent to the individual by the applicable academic department. When received the contract and all associated documentation is signed by the Department Head and sent to the Vice President for Academic Affairs.
  - The VPAA will approve the contract if enrollment criteria are met and forward to HRS.
  - HRS will process the contract.
- Logistics
  - The department forwards a copy of the syllabus, course materials as appropriate, and textbooks to the individual. The department provides course development support and mentoring, and facilitates the course evaluation. The department also completes all required documentation as needed by the Institution in accordance with University policy. ECE provides technical assistance as requested.

### **Course Content Guidelines**

- At a minimum all work required for a course offered by compressed video or online must meet the same standards as the traditional course offered on main campus.
- All electronic courses must adhere to the standards set forth by the Southern Region Electronic Campus (SREC), Southern Association of Colleges and School (SACS), the Louisiana Board of Regents, the Board of Supervisors for the University of Louisiana System, program-specific accreditation, and Northwestern State University.

### **Copyright Permission**

Faculty members are responsible for securing advance written copyright clearances on any copyright-protected materials they may use in their compressed video or online course. These should be maintained and kept on file with their course materials.

### **Use of Course Content**

When a request is made for a copy of an instructor's course content to be placed into another instructor's course shell, the Office of Electronic and Continuing Education requires that the request be made in writing (email). The approval must come from the instructor whose content

is being copied. In lieu of the instructor's approval, a dean/department head can submit a request with approval of the Provost.

### **Exam Policies**

Students enrolled in electronic courses may be required to take proctored exams. The instructor is responsible for providing the details of the exam process to the students.

Instructors should provide test dates and proctor requirements to the students in the course syllabus. Instructors must accommodate students who are in a separate geographic location for proctor requirements. An appropriate alternate proctor within their region must be authorized.

### **Course Evaluation**

Course evaluations by students are conducted each semester using an online evaluation. It is the responsibility of Information Systems to ensure that the online mechanism by which the evaluation is conducted is in place. The Office of Institutional Research coordinates all other components of the evaluation including the request of Information Systems to activate/deactivate the system and disseminate results.

### **Faculty Evaluation**

Faculty will be evaluated in accordance with standards and procedures set forth in the Faculty Handbook for by the University.

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## **Guidelines for Online Programs**

### **Course Identification/Selection**

- The selection of method of course delivery will be made by the Dean of the College/Instructor, and when requested, upon the recommendation of the Electronic and Continuing Education Staff, who will identify the equipment, software, and support necessary.
- The selection of a course to be leased or purchased from outside of the University will be made by the Dean of the College, Director of Electronic and Continuing Education, Vice President for Technology, Research, and Economic Development, and the Vice President of Academic Affairs.
- It is not the instructor's prerogative to develop a course that has not been approved for electronic delivery.

### **Development and Delivery of Locally Produced Electronic Courses**

- When the faculty member and the Dean of the College, in consultation with the Director of Electronic and Continuing Education agree on a course for development, the Dean of the College will determine if faculty will be given any form of compensation in order to produce the course.
- If a course is developed as part of a grant funded program, compensation will be in accordance with the grant funding guidelines.
- The size of a class should be considered carefully by the appropriate Dean and Department Head as it relates to instruction and course content. The use of creativity to maximize capacity without impacting quality is encouraged.
- Northwestern State University Policy will determine ownership and copyright in accordance with policies set forth by the State Board of Supervisors and the Louisiana Board of Regents.
- The design and development of electronic learning credit and non-credit modules, courses, certificates, and programs should follow priorities established by the college as informed by educational requirements, market studies, societal demand, community and business needs, and the competitive advantage of Northwestern State University. Offerings may include instruction for undergraduates, those in professional and graduate degree programs, other advanced degree programs, practitioner-oriented programs, specialized professional development and K-12 outreach efforts.
- Electronic courses should be designed according to those academic standards utilized for regular courses and the standards identified by SREB and SACS.
- Once the course has met approval by the department, the course must then be submitted to the Office of Electronic and Continuing Education and Registrar's office for inclusion into the class schedules. The online electronic course registration located at [https://secure.nsula.edu/online\\_courses](https://secure.nsula.edu/online_courses) must be completed, and the Electronic Course Submission Form must be submitted to the Registrar's Office according to the dates set by the Registrar's Office. Submission of the electronic course through online and printed documentation should occur according to the dates specified. The Office of Technology, Research, and Economic Development will then report the courses to the Southern Regional Electronic Board.
- Through the online course submission process, appropriate course details are posted on the Electronic and Continuing Education web site. Departments will submit changes as necessary prior to the beginning of class.

## **Syllabus**

In addition to the course related information, at a minimum, an E-Syllabus should include the following:

- ✓ Course Objectives
  - ✓ Instructor Office Hours and phone number
  - ✓ Email Address
  - ✓ Fax Number
  - ✓ Book Information to include Title, Author, ISBN
  - ✓ Information regarding any required proctored testing
  - ✓ Special Software Requirements
  - ✓ Etiquette Expectations (Netiquette)
  - ✓ Instructor response time for emails and checking assignments
  - ✓ Minimum technology skills expected of the student
  - ✓ ADA policy
  - ✓ Grading Information
  - ✓ Student participation/interaction requirements
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## **Partnerships**

### **Guidelines**

Northwestern will follow the procedures as established by the Board of Regents regarding cross-institution collaborative programs. Interested parties should coordinate with the Office of Electronic and Continuing Education for details.

### **Costs**

A video conference can entail additional costs when the institution is the host or receive site using video conferencing. Costs may include proctor's fees, utility fees, technical support, coordination fees, etc. For the purpose of covering costs associated with courses delivered or

received from outside of the Northwestern network, the university will follow the model as set forth by the Board of Regents for instructional coursework. For all other usage, to include special meetings, institutes, and so forth, the department or requesting institution shall reimburse the Office of Electronic and Continuing Education in the amount of \$150.00 per hour of usage, the average vendor rate for room usage, unless other arrangements have been made. Departments should make arrangements and work through the Office of Electronic and Continuing Education when in the planning phases of programs that would require use of compressed video labs, equipment, and personnel.

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## **Training**

Any instructor interested in teaching an electronic course should attend an orientation/training session associated with the selected course delivery mode, which will be conducted by the Electronic and Continuing Education staff. Northwestern's Office of Electronic and Continuing Education will provide technical and instructional design assistance to faculty as needed during the development and delivery of any electronic course.

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## **Administration of Courses**

- All Internet/Web based courses must use the course management/gateway software packages(s) approved by the University.
  - All Internet courses will be hosted on designated secure university servers, which are managed and supported by Information Systems in accordance with approved electronic data processing policies and procedures.
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## Submission of Courses

- A course may not be delivered electronically unless it has been submitted electronically in accordance with the procedures set forth by the Office of Electronic and Continuing Education.
  - All electronic courses are submitted to the Office of Electronic and Continuing Education according to the dates specified by the NSU Registrar's Office. The Office of Technology, Research, and Economic Development will then report the courses to the Southern Region Electronic Board. All courses must be submitted according to the instructions provided on the eNSU course submission website. Any course that does not meet the specified requirements for submission is subject to rejection and removal from the system. With the approval of the VPAA, the course will be forwarded to the Board of Regents and the SREB.
  - All electronic courses shall have an instructor identified for the course when submitted for approval. If the instructor listed is "staff," valid contact information must be provided for prospective students. The department should amend the instructor information once an instructor has been assigned to the course. Course sections will be identified by the academic department and are subject to change.
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## Special Policies for Internet Courses

### Enrollment quotas

Generally, online courses should adhere to a maximum of 30 students per class section.

### Administration

- The Electronic and Continuing Education Staff will coordinate the delivery of online courses. Upon submission and approval of an online course, the Registrar's Office will enter the course into the Student Information System, and Information Systems will upload the course into the Course Management System. Student enrollments will be

uploaded but students will not have access to coursework prior to the first class day of the semester/session in which a course is being offered.

- All face-to-face courses being supplemented electronically will be hosted on the Northwestern server.
- Information Systems ensures that online course data is backed up daily and at the end of each semester, the online database is archived.
- Faculty accounts are issued by Information Systems. Student accounts are automatically generated by Information Systems through the MyNSU student portal and accounts are activated by students. Instructions for student login are posted on the myNSU website. Students can contact the Student Help Desk for assistance.

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## Special Policies for Compressed Video Courses

### Enrollment quotas

- The on-campus compressed video section should have a minimum of 10 undergraduate students or 5 graduate students in order to be offered as a class. The combined enrollment of students in the off-campus sections for any particular offering should also meet the minimum of 10 undergraduate students or 5 graduate students.
- Compressed video classes should not exceed a maximum of 45 students per site. Off-campus sites are limited by the number of seats available at the receiving site.
- The Office of Electronic and Continuing Education in consultation with the academic department may cancel a course with an off-campus enrollment falling below the minimum. In the event that the on-campus section does make when the off-campus sections do not, the Electronic and Continuing Education Staff will notify the academic department. The department should then plan to move the on-campus section to a regular classroom. Departments should consider total enrollment in a course prior to making decisions regarding the cancellation of sections of a compressed video course.

### Course Administration

## **Attendance**

Students officially enrolled in one section **may not** attend another section. Students must attend at the site the section for which they are registered.

## **Testing**

Instructors will make arrangements with off-campus sites for test administration. Tests should be received by site facilitators at least 48 hours in advance of the test.

## **Make -up Tests**

Instructors are responsible for making arrangements for make-up tests. Instructors should contact site facilitators to make the necessary arrangements.

## **Handouts**

Handouts should be received by site facilitators at least 48 hours in advance of the date the handouts are to be given to students. Any materials faxed to off-campus sites must state the course information to include the course name, course number, meeting times, the number of copies and any special directions.

## **Recording**

- Individual instructors may record their classes for their own review or to provide a record of the class to students who may have missed a session. Digital recordings may be distributed to students if guidelines have been adhered to, and at the discretion of the instructor.

### **Recording Guidelines:**

- ✓ The instructor must gain permission from enrolled students in order to be recorded.
- ✓ Neither the Office of Electronic and Continuing Education nor any other agent or employee of the University nor any individual at any remote site may record an instructor's class session without the consent of the instructor.
- ✓ Digital recordings of compressed video classes may not be used for any purpose by the Office of Electronic and Continuing Education nor by any other agent or employee of the University nor by any individual at any remote site without the consent of the instructor.
- ✓ Digital recordings made with Northwestern State University equipment or made in connection with any compressed video-related event may not be edited, advertised,

marketed, packaged with other materials, or sold without first obtaining written permissions from the instructor, Dean, and the Vice President of Academic Affairs.

### **Scheduling Priority**

Priority I:

- ✓ The course is part of an approved electronic degree program rotation.

Priority II:

- ✓ The course is an approved electronic course
- ✓ The course offering is the result of an established partnership with another educational agency.

Priority III:

- ✓ Conduct administrative, educational, or organizational meetings as a part of University business
  - ✓ Use by other state educational agencies
  - ✓ Use for community or other non-University business
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## **Rules for Compressed Video Classroom Use**

- Smoking and smokeless tobacco are not permitted in the compressed video classrooms
- Only persons who are enrolled may attend the class
- Food and drinks are not allowed in the compressed video classrooms due to potential damage to the equipment
- Fax machines and phones in the compressed video classrooms are for course-related use only.
- Technical problems should be reported to the classroom facilitator and/or the Electronic and Continuing Education staff

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## Faculty Support Services

### Media Preparation

The Electronic and Continuing Education staff will assist faculty with graphics, special recordings, or videotaping. However, it is the responsibility of the instructor to upload and maintain all course material as needed to satisfy the requirements for the course. For instructors teaching online courses, the Office of Electronic and Continuing Education will provide assistance but preparation of instructional materials and maintenance of the course are the responsibility of the instructor.

#### Procedure for Requesting Media Preparation Services

To request assistance with the creation of graphics or videos, email the Office of Electronic and Continuing Education at [ece@nsula.edu](mailto:ece@nsula.edu). Turnaround time will depend largely upon current volume of work being done and the scope of the project. An estimate will be given at the time the request is made.

### Multimedia Support for Events

ECE provides support for special events that require computers, microphones, VCR players, DVD players, and other related media equipment.

To request event support, fill out the form located at <http://ece.nsula.edu/media-services-request/>.

### Library Support

Faculty will determine the needs of their students and can receive assistance from the Watson Library staff in determining availability of online resources. Computers with

Internet access is available at the Watson Library.

### E-mail Support

All faculty must enable and use a Northwestern State University email account.

### Course Materials

Faculty textbook orders will be handled through the usual departmental channels. Instructors are responsible for ensuring that any required supplementary materials are available to all students.

