Administrative and Faculty Responsibilities for Hybrid & Online Courses - DRAFT new policy proposal

Content relocated from 300-T Course Delivery Modes (formerly Remotely-Delivered (Virtual & Online) Courses

Related Documents

300-T Course Delivery Modes
ARC Manual
Policy 300-R Credit Hours
Policy 604 Responsible Use of Electronic Communication
MOA on Intellectual Property and Online Courses

Academic Freedom

Methods of presentation and course content and materials are to be under the control of the faculty member assigned to develop and/or teach the remotely-delivered course or hybrid course component. Oversight by the faculty member's colleagues within the Unit or academic program shall be subject to the usual norms and responsibilities of supervision and oversight associated with the functions of the Unit, the Academic Dean, and the Convening Group offering the course or program.

Academic Requirements and Effectiveness of Courses

The standards listed below represent important guiding principles for developing, conducting, and evaluating virtual synchronous, asynchronous and hybrid remotely-delivered courses at RCNJ. A course may be offered via multiple delivery modes (e.g., in-person, online, hybrid, or in-person-asynchronous), but the overall goals of the course and the student learning outcomes should be consistent for each section. The guidelines and requirements specified by the in theCollege Catalog and Academic Review Committee and Curricular Guidelines Manual apply to all courses offered in all remote delivery modes.

- Ramapo College of New Jersey engages in remotely-delivered courses and programs, which are consistent with the College's mission and values and aligned with its Strategic Plan.
- Remotely-delivered courses are at least of equal effectiveness as those not offered at a distance (i.e., courses offered in person) and are evaluated for effectiveness by assessment of student learning outcomes. Student opinion survey results and data on student retention may be employed as secondary measures.
- A course may be offered via multiple delivery modes (e.g., in-person, online, hybrid, or in-person-asynchronous), but the overall goals of the course and the student learning outcomes should be consistent for each section. The course delivery mode is simply the pathway chosen to deliver the course so that students may achieve the specified learning outcomes.
- All courses will identify the course-specific learning outcomes expected of students who complete the course successfully, and these outcomes will be mapped to programmatic or general education student learning goals. Courses delivered via all modes will be assessed to the same extent to determine the degree of

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- student accomplishment of these course goals and achievement of student learning outcomes.
- Credit hours granted for virtual synchronous, asynchronous and hybrid remotely-delivered courses will be equivalent to the number of credit hours for the same course delivered traditionally in person. The delivery mode of each course will be clearly indicated in the semester/term course schedule that is produced by RCNJ's Office of the Registrar and will align with the School-specific course schedules submitted by the Academic Deans. In compliance with New Jersey regulations, courses offered during "condensed" terms (e.g., winter, summer) will include instructional time equal at least to the required number of minutes as per the definition of a credit hour – refer to Policy 300-R Credit Hours.
- The same policies and procedures related to admissions requirements, academics, and administrative processes apply to remotely-delivered courses as they do for traditional in-person courses.

Students enrolled in a virtual synchronous, asynchronous or hybrid remotely-delivered course will have access to available academic support. Such support may be offered remotely or may require on-campus attendance.

- All RCNJ courses provide regular and timely interaction between students and instructors regardless of the course delivery mode.

The instructional technologies used in each course are aligned with course content, appropriate to the objectives of the course, and frequently updated and kept current.

- If a degree program is designed to be offered entirely and only remotely, the enrolled student must be able to satisfy all requirements of that degree program through remote learning.

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Administrative Responsibilityies

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ITS will ensure the security of the learning management system utilized by the College including ensuring confidentiality of student information, grades, and student work. ITS will advise faculty of measures that are in place to ensure that the student who participates in and completes the course is the same student who registered for the course and will receive academic credit, in accordance with and consistent with federal requirements.

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ITS will provide faculty with access to the learning management system at least two weeks prior to the start of the semester. The default start and end dates for students to have access to the learning management system are determined by the Provost and may be adjusted by course instructors as needed.

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The Schools offering virtual synchronous, asynchronous and hybrid courses the remotely deliveredhybrid and online coursescourse will ensure that the same high standards expected for all courses are maintained regardless of delivery mode, and that hybrid and online remote instruction is comparable in effectiveness and content to the face-to-face instruction that occurs in courses delivered in person. Schools and Convening Groups offering virtual synchronous, asynchronous and or hybrid courses remotely-delivered courses and hybrid courses with remotely-delivered course components will regularly assess the instructional technologies and other methods by which they are delivered and their content.

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The College is responsible for the technological delivery of the course utilizing instructional technologies, platforms, software, and other products supported by the College; however, the College is not obligated to provide technical support for a

product that is not supported or endorsed by the College. ITS and the IDC are responsible for reviewing instructional technologies. Requests for new technologies should be submitted to ITS for review prior to purchase. The College will ensure that the necessary, College-supported technology and equipment is identified and in place, appropriate training for faculty members is available, and faculty members have access to adequate technical support personnel. You may see a list of approved instructional technologies on the Instructional Design Center page: https://www.ramapo.edu/idc/instructional-technologies/

Available Technology and Equipment

The College will provide faculty with access to all College-supported equipment and products that allow for successful instruction. The College may adopt a particular product (e.g., a learning management system such as Canvas), which will be considered the "product of record" for all courses that utilize or are built with this product.

> **Commented [10]:** This goes with my above question about specific technologies used or prohibited

Verification of Student Identity

> **Commented [11]:** Is this contained within an existing ITS policy or guideline? If not, should APC recommend that a College policy (not an academic policy) be developed?
>
> **Commented [12R11]:** While the Verification of Student Identity is simply done via our log in system, it is a requirement under the Higher Education Act.
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> **Commented [13R11]:** _Marked as resolved_
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> **Commented [14R11]:** _Re-opened_
> Not resolved

Ramapo College uses required and optional methods to ensure that the students who register and receive grades for courses that never meet face-to-face on campus are the same students who participate in those courses.

Students registered in these types of courses, as well as any course delivered through a different mode that utilizes the College's learning management system,

must access course content by using secure logins. ~~Students may obtain these logins, first, by securing their Ramapo email addresses at https://password.ramapo.edu. This ITS managed website requires students to enter their Ramapo identification numbers, which are unique, as well as their birthdates for additional security. Once a student receives a Ramapo username, the student must select a password according to specified parameters. Students who need to reset their passwords may do so at https://password.ramapo.edu. In addition, ITS, which provides this help service at no additional cost to students, offers assistance via the helpdesk, e-mail, and telephone. Once a student has acquired a Ramapo email address, the student can login to the College's learning management system (i.e., Canvas may be accessed via the College's intranet page).~~

~~The learning management system login process requires students to use their Ramapo email account credentials. Students with questions may contact the College's Instructional Design Center (IDC), which offers this help service at no additional cost to students. Ramapo College's full policy on electronic communication, which includes information about responsibilities and privacy, may be found at https://www.ramapo.edu/poerd/policies- procedures/responsible-use-electronic-communications/.~~

Faculty Responsibilit~~y~~ies

~~Faculty will ensure that the primary portal through which students access remotely-delivered course content is the College's current learning management system, which is considered to be "the product of record for the course." The learning management system automatically provides access to course content to all students enrolled in the course.~~ Secondary products should be approved and

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supported by ITS to ensure adherence to privacy and security policies and should be accessed via the College's learning management system whenever possible. (Note: The College does not endorse or support many/all third-party products, platforms, and instructional technologies.)

Faculty who offer virtual synchronous, asynchronous or hybrid courses must be available to interact individually and in a timely manner with their students (e.g., via email, telephone, chat room, video conferencing). This interaction should be conducted, as needed, during the faculty member's regularly-scheduled office hours.

Faculty who teach virtual synchronous, asynchronous or hybrid courses will acquire sufficient skill with various instructional technologies that allows them to present course content and distribute course material effectively. This skill acquisition may be accomplished and supported, as necessary, by consulting with ITS and IDC technical support personnel and by attending training sessions and teaching circles offered by the IDC (https://www.ramapo.edu/idc/) and/or the Faculty Resource Center (FRC, https://www.ramapo.edu/frc/)

All Ramapo students, especially those who enroll in virtual synchronous, asynchronous asynchronously -delivered courses or hybrid courses, may be required to post or deliver materials electronically. Faculty must inform students in the course syllabus whether their participation, presentation, or work submitted will be video recorded.

Students must also be informed of the circumstances under which those outside the course may have access to any video recordings in which their participation,

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their presentations, or their work submissions may appear. Faculty must obtain written permission from students whose likeness will be video recorded for use outside the classroom. ~~via the form "Release of Information for Academic Course.pdf," which may be accessed~~ at https://www.ramapo.edu/provost/wp-content/uploads/sites/380/2021/01/Release-of-Information-for-Academic-Course-fillable-form.pdf. ~~If any students are unwilling to be video recorded, the instructor should direct them to turn off their cameras during the portion of the class meeting that is to be video recorded.~~

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Audio recording of a class as a disability-related accommodation should only occur after a student has been approved for such an accommodation through the Office of Specialized Services.

~~(Note: Audio recordings of class meetings, which are permitted for certain OSS-affiliated students who have been approved for such accommodations, are allowed with no explicit permission required. OSS-affiliated students who are allowed to record classes are, by default, permitted to audio record – not video record – class meetings.) Content that is recorded via the use of "Shared Content" or "sharing the screen" does not require permission (i.e., unless the presenter's likeness is recorded or their work will be shared with individuals not enrolled in the course).~~

~~Faculty should not grant individual requests from students to audio or video record class meetings. Audio recording of a class as a disability-related accommodation should only occur after a student has been approved for such an accommodation through the Office of Specialized Services.~~

Faculty should ensure their course syllabi conform to the Syllabus Template found
in the Academic and Curricular Guidelines Manual. Faculty should also ensure that
students are aware that all policies, including the Academic Integrity Policy, apply
to all courses regardless of the course delivery mode.

Faculty must abide by the standards and practices adopted by the College to be
certain that the student who participates in and completes the course is the same
student who registered for the course and receives academic credit. At a minimum,
faculty must confirm that their students are securely logging into the learning
management system and using their Ramapo email accounts.

Recording Class Sessions

Instructor-facilitated recording of class meetings may be appropriate (in accordance
with FERPA Guidelines – see www.ramapo.edu/registrar/ferpa/), as this allows
students to review content outside of class meetings and provides an opportunity
for students who are unable to attend class to access course content that was
covered during the missed session.

- In-person or virtual-synchronous class meetings may be video or
  audio recorded and shared with students who are unable to attend,
  as long as the recording does not share *personally identifiable
  information*, which is protected under FERPA.
- No one should post recordings anywhere they may be viewed by
  anyone who does not have a legitimate educational interest *without*

express written permission of all individuals who are recorded or whose work is recorded.

- Instructors who wish to use a video recording that includes student activity beyond the class in which it was recorded may do so only with the informed written consent of the students involved *or if all student activity is removed from the recording.*

- Students are not permitted to video record class meetings. Audio recording, which is an OSS-approved accommodation for some[4] Important Note: OSS-affiliated students who have been approved to audio record class sessions, office hours, meetings, etc. as an accommodation need <u>not</u> request and obtain express permission to do so. These students must follow the OSS accommodation notice process, which requires them to sign an agreement stating that the recording of classes is purely for study purposes. Faculty will be informed of this approved accommodation (i.e., audio recording) through the procedure followed by the Office of Specialized Services.

~~The College is responsible for the technological delivery of the course utilizing instructional technologies, platforms, software, and other products supported by the College; however, the College is not obligated to provide technical support for a product that is~~ not ~~supported or endorsed by the College. The College will ensure that the necessary, College-supported technology and equipment is identified and in place, appropriate training for faculty members is available, and faculty members have access to adequate technical support personnel.~~

~~**Available Technology and Equipment**~~

The College will provide faculty with access to all College-supported equipment and products that allow for successful instruction. The College may adopt a particular product (e.g., a learning management system such as Canvas), which will be considered the "product of record" for all courses that utilize or are built with this product.

Intellectual Property

Copyright Ownership

The materials created by faculty members for virtual synchronous, asynchronous and hybrid courses will be treated in exactly the same manner as materials created by faculty members for traditional in-person courses. That is, intellectual property rights to instructor-created course content and materials are the same regardless of course delivery mode.

The current memorandum of agreement (MOA) with the AFT, which may be found on the Ramapo College Employee Relations website at https://www.ramapo.edu/er/wp-content/uploads/sites/81/2020/11/MOA-Intellectual-Property-and-Online-Courses.pdf, provides additional information on the scope and ownership of intellectual property.

Changing and Updating Materials & Re-Transmission of Courses

Courses, course content and materials, class meetings, etc. shall not be audio or video recorded by the College without the prior knowledge and written consent of the faculty member who created or taught the course. Even with consent to record, such recordings are not to be re-used, revised, shared, or distributed without the separate written consent of the faculty member.

The faculty member (or an appropriate faculty body) who creates the course shall exercise control over the future use, modification, and distribution of audio or video recorded course content and materials, class meetings, etc. and shall determine whether/when the course in whole or particular items of the course should be withdrawn from use. The faculty member (or an appropriate faculty body) who creates the course is responsible for all revisions or modifications that may be required, including those resulting from programmatic and technological changes.