

MORGAN STATE UNIVERSITY POLICY FOR ONLINE AND HYBRID COURSES

1. PURPOSE OF THIS POLICY

The purpose of the Morgan State University Policy for Online and Hybrid Courses is to establish criteria and guidelines for the development and delivery of high quality online and hybrid courses and online programs. All developed online and hybrid course/programs shall be consistent with the Morgan State University vision, mission and goals.

2. DEFINITIONS

- a. **Enterprise resource planning (ERP)** - ERP is business process management software that allows an organization to use a **system** of integrated applications to manage the business and automate many back office functions related to technology, services and human resources.
- b. **Faculty** – All faculty identified in this Policy are faculty as defined in the Morgan State University Policy on Appointment, Promotion, and Tenure.
- c. **Hybrid Course:** Instruction is split between online and face-to-face aspects. The standard model is an even split: 50% of instruction occurs face-to-face and the remaining 50% occurs online. Although greater or lesser amounts of online instruction are possible, any variation from this model should be made in consultation with the department chair or lead instructor, as well as the Morgan Online department.
- d. **Learning Management System (LMS):** A learning management system provides course management (the creation and delivery of dynamic courses, course registrations, content management, the ability to record and analyze student progress) plus satisfy a broad spectrum of other learning requirements into an integrated learning environment combining traditional learning management with collaboration and social interaction capabilities, enabling students to, for example, work with each other on class projects communicate and collaborate with teaching assistants, from the library, from the IT helpdesk, from other student services , etc. It creates a learning environment that parallels, and may even improve on, the physical classroom. An LMS must be able to draw on an institution's data (from the LMS itself, as well as from other sources) to provide comprehensive, easy to understand and actionable dashboards for students, faculty of outcomes for a range or purposes, including

accreditation and funding. Underlying any LMS must be reliable options, including delivery to the mobile devices widely adopted by students. Morgan's current LMS is Blackboard. A Blackboard course site is automatically created for every course via an integration between Blackboard and Banner (ERP system).

- e. **Master Course:** The initially developed online or hybrid course that has been peer reviewed and meets Quality Matters (QM) rubric standards. Master course content will be copied into subsequent semester-based course sections.
- f. **Morgan State University** – throughout this Policy, references to “Morgan” and “University” refer to Morgan State University.
- g. **Online Course:** An online course in one in which all instruction takes place online. The instructional aspects of the course occur entirely in an online environment.
- h. **Online Program:** All the courses in a degree or certificate program are online courses.
- i. **Web-Enhanced:** All traditional, face-to-face courses at Morgan have the potential to be web-enhanced courses. A Web-enhanced course is one where instruction takes place face-to-face, but this instruction is supported by outside-of-classroom materials, activities, or resources housed in Morgan's Learning Management System (LMS), Blackboard. Unlike a hybrid course, in a Web-enhanced course, none of the in-class instruction time is replaced with online activities and materials.

3. CURRICULUM AND INSTRUCTION

- a. Online and hybrid courses/programs curriculum shall be established and overseen by qualified faculty. Faculty in the departments and college/schools creating and offering online or hybrid courses will adhere to the course development and approval guidelines developed by the Office of the Provost/Senior Vice President for Academic Affairs and Morgan Online.
- b. The online or hybrid course/programs' curriculum shall be coherent, cohesive and comparable in academic rigor to programs offered in traditional instructional formats.
- c. The online or hybrid course/programs shall result in learning outcomes appropriate to the rigor and breadth of the program, and if applicable, consistent with the goals of the college/schools accreditation agencies.
- d. The online or hybrid course/program shall provide for appropriate synchronous and/or asynchronous communication between faculty and students at the designated time period or by appointment.

- e. Faculty members in appropriate disciplines in collaboration with other institutional personnel shall participate in the design of courses offered through an online or hybrid course/program.

4. REVIEW AND APPROVAL

- a. Review and approval processes shall ensure the appropriateness of the technology being used to meet a course/program's objectives.
- b. All online courses at Morgan must be developed according to standards and procedures established by Morgan Online. Such standards and procedures shall be published; this may include course design training provided by an approved third party trainer, such as Quality Matters (QM) and/or Online Learning Consortium (OLC).

5. FACULTY SUPPORT

- a. All faculty must have access to appropriate training for developing and teaching the online or hybrid course/programs. Training must include instruction for Morgan's learning management system and the pedagogy of distance education.
- b. The Office of the Provost/Senior Vice President for Academic Affairs and Morgan Online shall provide faculty support services specifically related to teaching online or hybrid courses, such as Teach Online teaching program.
- c. Only faculty with a fully-executed employment contract have access to faculty training on Morgan's LMS. The following is the current training sequence for creating and teaching an online course:
 - i. Quality Matters Online or Hybrid Design Workshop
 - ii. Morgan's self-paced support site: Online/Hybrid Course Design
 - iii. 3. Self-paced Blackboard Certification (or equivalent LMS training at Academic Technology Services).
 - iv. Teach Online
 - v. Availability of on-going online training programs
 - vi. Faculty wishing to develop an online course, and whose course design training is older than three years, must take the appropriate online course design training, as determined by Morgan Online.
 - vii. Faculty or adjunct faculty who have received online course design or online teacher training at other colleges or universities must submit completion certificates or documented evidence of having successfully completed online faculty training. Faculty whose LMS training does not match Morgan's current LMS version, must take LMS training. If a faculty member's credentials do not align with the training requirements set forth in these guidelines, the faculty member will be required to obtain Morgan's training.

6. STUDENT SUPPORT AND SERVICES

- a. Students must have appropriate learning resources including appropriate and adequate library services.
- b. The online or hybrid course/program shall provide students with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technology competence and skills, technical equipment requirements, learning management system, availability of academic support services, financial aid resources, and costs and payment policies.

7. EVALUATION AND ASSESSMENT

- a. The online or hybrid course/programs shall be evaluated for educational effectiveness, including assessments of student learning outcomes, student retention, student and faculty satisfaction, and cost-effectiveness.
- b. The Division of Morgan Online, in accordance with the Office of the Provost/Senior Vice President for Academic Affairs, is responsible for the evaluation of the instructions and assessing student achievement of learning outcomes in the online or hybrid course/programs.

8. PROCEDURES

The University shall develop procedures to implement this Policy.

Approved by the

Morgan State University Board of Regents

November 7, 2017; Effective January 15, 2018