

The Distance Education Policy for the Department of Chemistry and Physics

1. The Department of Chemistry and Physics considers Distance Education courses to be any course that is completely online (internet courses), Television link-up, or interactive TV workshop between a location on campus and remote sites off-campus. Such courses may be offered for credit or non-credit.
2. Distance education for Credit courses: These courses are those whose course descriptions (CSU Catalogue) do not include a laboratory component and may include lecture courses that are currently used to meet:
 - a. General Education requirements (100 level)
 - b. Undergraduate Requirements (200-300 level)
 - c. Course Electives both inside and outside of the Department which may be used to fulfill course requirements for undergraduate or graduate degrees.
3. The department will not permit more than 50% of the above courses to fulfill the requirements for a degree.
4. The department will determine which departmental courses can be offered within the CSU Distance education program.
 - a. The Chair of the department shall poll the faculty to determine if there are those who wish to offer courses within the Distance Education program.
 - b. The Faculty member will present to the faculty his proposal for a Distance Education course. He must demonstrate that he has the technical ability to provide such course by providing evidence for the use of technology in a traditional course offering. If an internet course is proposed, evidence of web-enhance teaching would be appropriate. To offer a Distance Education Course, departmental approval, Administration approval (Chair, Dean, Provost), and Distance Learning approval are required.
 - c. If the course is being developed only for Distance Education, a full course proposal is necessary. Departmental approval, followed by University Curriculum Committee, administrative approval and Department of Distance Learning approval are required.
 - d. The department may offer as many Distance Education courses per semester as is appropriate to satisfy program needs of the department and the university.
 - e. The faculty member should notify the Department of Distance Learning of any special technical needs of the course offering in obtaining Distance Learning approval.

- f. The chair and the instructor will set an enrollment maximum to insure that all students are provided with quality training.
 - g. The Department Chair will formulate a roster of faculty who wish to teach a Distance Education course in the event that the demand for teaching assignments exceeds the support from Distance Learning. This roster will be developed in a manner similar to those developed for teaching assignments in the summer session.
5. The Department will evaluate the effectiveness of a Distance Education course by the use of 3 groups of evaluators.
- a. The **Department Chairperson** with ad-hoc advice from the appropriate curriculum committee(s), shall assess the quality and currency of the materials. If the Department Chairperson does not feel technically qualified to perform the assessment, he/she may appoint an ad-hoc faculty committee to do the review. The course materials should contain a syllabus summarizing information concerning the objectives, operation, and management of the course. If one of the objectives is research, it should contain a list of research resources and a description of how to use these resources.
 - b. The **Distance Learning Department** shall assess the effectiveness of the course offerings, materials and the timely responses of the instructor from a technical perspective.
 - c. Enrolled **Students** shall assess the effectiveness of the course offerings, materials and the timely responses of the instructor. Students will be given the opportunity to evaluate the teaching effectiveness of the instructor through the student evaluations provided on-line by the University Evaluation Website: <http://www.csu.edu/course-eval>.

Approved: _____