

OWG 14 Online Education Approved Recommendations

- 1. Recommends centralized management for the new Institution's distance learning program with a Distance Learning Advisory Committee consisting of shared governance representatives.**
- 2. Recommends that the new institution develop a strategic plan for the growth of distance education (DE), which includes the consideration of available faculty, student resources, and other supporting infrastructure. In addition to the new institution developing a specific DE strategic plan, distance education should also be reflected in the University's strategic planning process and documentation.**
- 3. Recommends that the new institution adopt current DSC policies and procedures for proctored testing and utilize all testing centers and methods available for valid proctored experiences. The option for proctored testing should remain with the teaching faculty member (and not be mandatory for all online course sections) until low-cost or no-cost proctoring methods have been identified and implemented.**
- 4. Recommends that the new Institution explore no-cost proctored experiences that may replace live proctored testing without risk to content rigor. The option for proctored testing should remain with the teaching faculty member (and not be mandatory for all online course sections) until low-cost or no-cost proctoring methods have been identified and implemented.**
- 5. Recommends that the new University provide training and refresher training periodically for employees who enter online course schedules in Banner to ensure Instructional Methods and text entries follow BOR and SACSCOC reporting requirements.**
- 6. Recommends that the new University develop a method in Banner to identify online only students by semester and overall enrollment status that does not conflict with the Board of Regents Data Dictionary.**
- 7. Recommends that the new University adopt a process for new online course/program development and for major online course revisions to be reviewed by the online learning department to ensure adherence to BOR, SACSCOC, and ADA compliance, etc., and for assistance from instructional designers with online learning best practices and multimedia development.**
- 8. Recommends that the new University continues as an affiliate partner with eCore and eMajor (Organizational Leadership) and that the eCampus liaison reside in the online learning department to ensure appropriate data entry and reporting procedures are followed.**
- 9. Recommends that students only be advised into eCore classes when the University's online core classes are filled to capacity.**

10. Recommends that the new University advocate that technology solutions for the online environment include mobile learning options.

11. Recommends that the new University apply to become a participating institutional member of NC-SARA (National Council-State Authorization Reciprocity Agreement) and that the current DSC website structure for reporting State Authorization requirements be maintained.

12. Recommends that the new University require distance-learning orientation for all students who are new to online learning at the New Albany State University that is separate and distinct from New Student Orientation which orients students to the University.

13. Recommends that the new University adopt an online course quality review process that combines aspects of Quality Matters and the Online Learning Consortium Scorecard. The quality review process should include a rotation for existing online course review and a process for the review of new/developing online courses.

14. Recommends that the new University provide a data dashboard for the online learning department to include reports regarding online student and faculty demographics, online courses, advisors, etc.

15. Recommends that new University meet SACSCOC and best practice requirements for at-a-distance learner support by utilizing DSC's "online support specialist" model and by including the online learning director and other online learning personnel on the appropriate committees and task forces.

16. Recommends that student transcripts do not include designations to identify a course or program as online.

17. Recommends that the new University utilize a standard course template (structure) for the learning management system that provides a consistent foundational structure and baseline administrative material for all courses.

18. Recommend the new University maintain a consolidated location on its website to highlight online programs and courses from all colleges, distance education policies, and distance learner support services.