

**Policies Related to CB-Online Classes**

*Approved by the Faculty Committee and a Majority of CB on 12/5/16*

1. For on-line courses, the totality of the course content may not be exclusively a link to publisher content. It is the expectation that faculty will add original value to the course material. This may be as simple as collating resources (e.g., articles, assignments) from multiple sources or as involved as multiple video lectures and faculty created original assignments and evaluation.
2. As the recognized platform for on-line courses adopted by Central Washington University, all faculty teaching an on-line course must at a minimum have a published Canvas course and a valid course syllabus posted in this Canvas course. Where faculty use web based resources outside of Canvas it is required to provide links from Canvas, as a portal, to these non-Canvas hosted resources.
3. For on-line courses, Faculty will describe instructor availability in the syllabus which will include a minimum of three hours of availability for synchronous communication with students. This does not mean faculty must communicate synchronously with students for three hours each week, only that they are available to do so if the students request at a mutually agreed to time. This may include office hours, phone, skype or other synchronous medium the faculty prefers.
4. For on-line courses, the maximum response time to inquiry emails from registered students will be two business days (excluding weekends and holidays) unless the faculty has notified the students of a reasonable period of unavailability. This unavailability should not be multiple days up to and including the due date of a major assignment.
5. For on-line courses and consistent with the teaching evaluation policy at the CB, assessment for grades in courses must have at least two methods from different categories of assessment. There is no requirement for a specific type of evaluation or assignment, only variance in forms of assessment. Examples of the different categories of assessment are listed below.

<b>Selected Response</b>	<b>Extended Written Response</b>	<b>Performance</b>	<b>Personal Communication</b>
Multiple choice	Essay	Term Paper	Journals/Logs
True/False	Problem Solution	Report	Discussion Board
Matching	Lab Exercise	Presentation	Class Participation
Short Answer		Simulation	

6. For on-line courses it is expected that the content coverage and course outcomes of an on-line course should mirror, as close as possible, the content coverage and course outcomes of the face to face section of the same course. While the delivery will be different, the amount of material the students are exposed to should be very similar.