

ACADEMIC AFFAIRS POLICY LETTER

INTERNET COURSE LISTINGS Effective July 1, 2011

Three types of courses that utilize the Internet have been identified by Ferris State University: Web-Enhanced, Blended, and Fully Online. Instructors proposing to offer either Blended or Fully Online sections must have these courses approved in advance. The approval should involve the first level of administration above the instructor (for example, a Department Head or a Director, hereinafter referred to as the Department Representative), and/or the Dean of the College and/or his/her designee. Approval is done electronically. The Approval form should originate from the instructor, go to the Department Representative/Designee/Dean for approval, and then be forwarded to the Dean's Office. The Dean's Office will forward each form to the FerrisOnline Office. Courses that have not been submitted for approval will not be listed in the schedule of courses offered by Ferris State University. Courses that are not approved will not be listed in the schedule of courses offered by Ferris State University.

To protect both the University and the faculty member from unnecessary liability, only those Blended and Fully Online courses that are conducted through the University's course management system (called FerrisConnect) will be listed in the Ferris schedule of courses. Faculty may offer students additional resources, like wikis, YouTube, Skype, etc., as long as these resources are linked through FerrisConnect and the students are advised to access such products through the University's course management system. Any exceptions, such as courses offered directly through another site, must be approved in writing by the Dean of the College. The E-learning administrator will provide a report before the first week of classes each semester indicating the Fully Online or Blended courses listed in the schedule that do not have an accompanying FerrisConnect link established.

E-mail correspondence with students should be conducted through the FerrisConnect platform. At times when FerrisConnect is temporarily unavailable, faculty are encouraged to use Ferris e-mail to communicate with students, rather than personal e-mail accounts.

Different procedures apply to the approval process for Blended and Fully Online courses. Further elaboration on the characteristics of each type of Internet-reliant course and the current procedures may be found on the accompanying Procedures for Listing Internet Courses as well as on the Academic Affairs website, where the latest policy and procedures will be available.

PROCEDURES FOR LISTING INTERNET COURSES

To clarify what distinguishes each of the three types of Internet-related courses identified by Ferris, characteristics of each are provided below.

Web-enhanced:

- Features typically include administrative uses of web materials such as posting of course syllabus, listing of schedule, course and instructor information, and posting of grades.
- Provides additional, but not exclusive, point of reference for pages of course content, links to websites, study guides, self-assessment activities, etc.
- Communication tools may be provided to facilitate contact with instructor and fellow learners.
- Participation in the web course space may or may not be required in order to meet course outcomes.

Blended (formerly referred to as Hybrid or Mixed Delivery):

- Access to and participation in the web course activities is required; a learner cannot be a productive member of the class and meet course objectives without regular web access.
- Face-to-face meetings are retained, but are scheduled with reduced frequency than the class would meet in a fully face-to-face section.
- Much of the course content, student learning, and other aspects of the course are facilitated through peer-to-peer, group, and instructor-to-student discussion, collaboration, and presentation.

Fully Online:

- Face-to-face meetings no longer occur.
- All student-to-student, student-to-instructor, and student-to-content interaction takes place via the web course tools.

Course Listing Procedures

Procedures to be followed for listing each of these Internet course type options on the Ferris Schedule of Classes follow:

Fully Online

Because of the integrated nature of Ferris State University's enrollment, financial, and administrative software (currently, Banner) and its course management systems (currently WebCT/Blackboard and branded FerrisConnect), all fully online courses must be offered through FerrisConnect. This requirement is designed to maximize efficiency, enhance accountability, and avoid unnecessary liability for faculty members and the University.

No course with a V designation will be listed in the Ferris course schedule unless a corollary course has been established and is utilized within the University's course management system.

The E-learning administrator is responsible for assuring that FerrisConnect courses are listed for all sections in the schedule with a V prefix at the start of each semester.

The form to be used for a Fully Online course request is included within this procedures document and will be available on the Academic Affairs website. The form must be submitted electronically, and all approvals and comments will also be processed electronically. A form is needed only once for each course/instructor pairing. This policy will take effect for courses to be offered after July 1, 2011.

Deans may delegate the responsibility for the review and approval process to a Department Representative and/or another Administrator within the College.

Blended:

All Blended classes must also be approved in advance by the Department Representative and/or the Dean of the College and/or his/her designee. Blended courses only refer to those where there is a reduction in the class meeting times. Requests to offer Blended courses should be submitted ahead of the due date for the schedule for the semester in which the course is to be offered. The online parts of Blended courses must be offered through FerrisConnect.

When requesting a Blended course, faculty members should supply the Department Representative with a rationale for offering the course as Blended, the specific dates that the class will meet for the semester, and how the course components (such as exams, activities, content, etc.) will be incorporated into the face-to-face and online portions of the course. A sample of the form to be used for this request is included in this procedures document and can be accessed on the Academic Affairs website. This form should be submitted through the approval processes electronically. This section of the policy will take effect for Summer 2011.

Because the specific schedule for face-to-face meetings will change from semester to semester and a variety of other systems are impacted, such as scheduling of classrooms and information about availability of instructors, Blended courses must be submitted for review and approval each semester. Much of the information will likely apply from semester to semester so that the initial request may simply be updated each semester with the new calendar. Once Blended course dates are established and published, they should not be changed without written approval from the Provost's Office.

Deans may delegate the responsibility for the review and approval process to a Department Representative and/or another Administrator within the College.

Web-Enhanced:

No special procedures apply to web-enhanced courses since, by definition, these courses are scheduled to meet for all of the planned face-to-face sessions.

Request for Approval for Offering a Blended Course

Date of Submission of Request: _____

Proposed Course: _____

Proposed Semester: _____

Instructor: _____

Will this course use FerrisConnect? Yes No

Course Information

1. When will the class meet face-to-face?

2. What components of the class will be face-to-face and what components will be online?

Comments from Instructor:

APPROVED Yes No

Comments from Department Representative/Dean/Designee:

Department Representative/Designee or Dean Approval _____ Date

Electronic Copy sent by Dean's Office to FerrisOnline Office on _____ (date)
e-mail: ***FerrisOnline@ferris.edu***

Request for Approval for Offering a Fully Online Course

Date of Submission of Request: _____

Proposed Course: _____

Proposed Semester: _____

Instructor: _____

Will this course use FerrisConnect? Yes No

Comments from Instructor:

APPROVED Yes No

Comments from Department Representative/Dean/Designee:

Department Representative/Designee or Dean Approval _____ Date

Electronic Copy sent by Dean's Office to FerrisOnline Office on _____ (date)
e-mail: ***FerrisOnline@ferris.edu***