



ENMU-RUIDOSO
Branch Community College

Eastern New Mexico University-Ruidoso Branch Campus Policies and Procedures for Online Program

Purpose:

In an effort to provide learning opportunities that are less restricted by time and place than our normal courses and programs scheduled on campus, Eastern New Mexico University-Ruidoso has enhanced its distance education program by developing web-based courses. Through our network, students may work toward a college degree, enhance their professional standing, or enrich their understanding of the world. The goals of Eastern New Mexico University-Ruidoso's distance education program are to:

1. Increase educational access for students unable to attend classes on campus.
2. Ensure that all online courses meet and maintain the highest of quality standards.
3. Fully utilize the resources of the university.
4. Enhance instruction by integrating technology into the curriculum.

Policies and Procedures for Online Program provides coordination guidelines and managerial oversight responsibilities to the web-based portion of Eastern New Mexico University-Ruidoso's distance education program. These policies follow the current policies and procedures approved by ENMU-Ruidoso and current NCA accreditation standards for online programs.

Priority Courses:

The Lead Faculty and Academic Council will identify the priority courses and programs for online delivery. Only courses that have been approved by the appropriate Lead Faculty and On-Line Lead Faculty will be offered electronically. Faculty members with disciplinary expertise in the priority program areas are encouraged to submit their names to their Lead Faculty as candidates for participation in the development of these courses.

Admission:

Any students wishing to take an online course must be admitted to the university. Information, advice, and the opportunity to ask questions and receive answers regarding admission requirements and procedures will be available to students applying for electronic courses by telephone, the Internet, and e-mail.

Advising:

Comparable advising services, as determined by the university and/or department, will be available to students both on and off campus. Frequently requested advising information will be made available on the college website.

Student Assistance:

Any student services such as library access, help desks, financial aid, bookstore (and others), which are normally available on-campus, will also be made available to students

via the ENMU-Ruidoso website. Tutors will also be made available when appropriate and when a tutor is available.

Computer Accounts:

All students taking web courses must have access to a computer with Internet access, a web browser (variety, version, and configuration as required by course), an e-mail account, and other software necessary to complete course requirements.

Course Completion Timetable:

Students will be required to complete an electronic course within the timeframe of the semester for which they enrolled, or as stated in the course syllabus.

Course Content:

The electronic course content will meet the same content standards as courses offered on campus. The only difference in the curriculum of an electronic course as compared to the equivalent on campus course will be the delivery mode. Due to the nature of the online environment, the syllabus for an online course may vary from the on campus syllabus in terms of format and detail (more detail is required for activities and grading criteria in an online course), but the goals and course objectives for both online and on campus will be identical.

Course Enrollment:

The maximum number of student that may enroll in a section of an electronic course will be 20 students. (Exception: if the instructor of record feels it is necessary to have a lower or higher maximum number, the instructor will request this exception in writing to their Lead Faculty who will forward the request to enrollment personnel in Student Affairs and the Academic Council Lead Faculty at ENMU-Ruidoso. If there is disagreement on the maximum enrollment, the instructor of record and/or Lead Faculty can appeal the decision on class size to the Academic Council whose decision will be final.

If demand warrants an additional section, the Lead Faculty is responsible for notifying the On-Line Lead Faculty for appropriate action. The minimum number of registered students required for a class to be offered during any given semester will be determined by the Provost, the Faculty Director, the Student Affairs Director and the Lead Faculty of the specialization. If a class/section does not have the minimum number of students required to offer the class the college will cancel the course and notify the students, instructor of record, and their Lead Faculty.

Prerequisites:

Information regarding prerequisites will be included in course descriptions and completion of such will be required of students taking online courses in the same manner required of on campus students. Students who have not completed prerequisites for an electronic class will not be permitted to register for the online course unless “permitted” into the class by the instructor of record.

Textbook Selection:

Approval of the Lead Faculty will be required for the adoption of a textbook not already selected for the course. If the instructor is using an e-pac (author constructed course), the instructor is responsible for insuring that all authorization codes have been ordered from the publisher and the EMNU-Ruidoso bookstore has been notified that this class/section will be using an authorization code.

Online Course Agreement and Faculty Obligations:

Course Request Form

Faculty who wish to offer an electronic course are required to submit a Course Request Form, signed by the Lead Faculty and the On-Line Lead Faculty, which obligates them to receive the required training (see Faculty Training), develop the requested course, and perform their duties as instructor of the course throughout the period specified in the syllabus. This form must be approved and the class shell made available 1 week prior to the planned start date” The On-Line Lead Faculty will forward a copy of this form to the Systems Administrator in Roswell who will create the “shell” on the server. No course will be placed on the server without a complete, signed request form approved by the Lead Faculty and the On-Line Lead Faculty.

New Online Course Development and Completion Deadline

If this is a new course (course has not previously been offered online), the course must be complete one week prior to the semester start date. The instructor developing the course will notify the Lead Faculty and the On-Line Lead Faculty when the course is ready for review. The course will be reviewed by the On-Line Lead Faculty who will forward the results to the instructor and their Lead Faculty. If changes are required, the changes must be made prior to the course being approved. New courses will not go “active” (students loaded into the course) until it has the approved the On-Line Lead Faculty.

Previously Developed Online Courses and Completion Deadline

Courses that have been taught online previously are required to be complete one week prior to the first day of class.

A complete class is defined as follows:

1. All required course areas available to students;
2. Complete and current syllabus available;
3. All assignments (to include any quizzes and exams) posted with availability dates listed; and
4. Any required links are available and working.

Teaching Assignments

The appropriate Lead Faculty will determine the teaching assignment for the web-based courses under his/her purview but is encouraged to consult with the On-Line Lead Faculty to determine instructor suitability and/or instructor training. Consideration

should also be given to the original designer of the course and their availability to teach the course.

Faculty Training:

All instructors developing or teaching web-based courses will be trained in course construction and online teaching pedagogy by a certified instructor, or by an instructor designated by the On-Line Lead Faculty. The successful completion of this training is mandatory requirement to receive any stipend for course development. Any instructor assigned to teach an online course is required to receive training in “teaching online” before they begin teaching online. Training records will reflect any formal training received and will be forwarded to the Lead Faculty. The On-line Lead Faculty is responsible for insuring that all instructors teaching or developing online classes have met the training requirement. Open labs, remedial training, and special topics will be offered at various times on campus.

Evaluation, Quality Assurance, and Outcome Assessment:

ENMU-Ruidoso will assess the ongoing effectiveness and quality of online courses from the perspective of the student, faculty, and Administration.

Student Perspective:

This evaluation will be accomplished through the use of surveys and student evaluations administered at the end of every semester. Results of the survey will be forwarded to the Lead Faculty.

Faculty Perspective:

Online faculty will meet every semester so as to survey needed improvements and changes in the Distance Education program and to share successful online course material.

Administration Perspective:

Course evaluations will be conducted on each online course by students in each course. The evaluation instrument to be used for course evaluation will be an evaluation form approved by the institution. A copy of the completed evaluation will be forwarded to the instructor, the appropriate Lead Faculty with comments as to any suggestions for course improvement, if any, and/or suitability of the structure and construction of the course. If changes are required, and can be made without disrupting the facilitation of the course, they must be made before the course is taught again. After the changes have been made those areas will be reviewed for completeness. If changes have not been made the supervising Lead Faculty will be notified for appropriate action. The On-Line Lead Faculty may also recommend additional mandatory training for the faculty member, if warranted.

On-Line Lead Faculty Responsibilities:

The On-Line Lead Faculty assumes the responsibility for overall management of these policies and supervision for the online portion of the distance education program at ENMU-Ruidoso. The individual in this position will also arrange and/or conduct

appropriate faculty training, monitor course development, insure proper instructional procedures unique to the online format being used, arrange for appropriate records and statistics to be saved, make sure course evaluations of online courses are offered, and work with the ENMU-Roswell Systems Administrator.

The On-Line Lead Faculty will only access courses for the following reasons:

1. A request from the instructor.
2. Monitoring courses under development.
3. A request from a Lead Faculty.
4. Repeated reports of problems with a course from students.
5. Evaluation.
6. Checking for course completeness at the beginning of a semester.

The On-Line Lead Faculty and the Lead Faculty under no circumstances will change or modify any course content or course settings unless specifically requested by the instructor of record. To avoid possible conflicts, a request to enter a course must give notification to the instructor of record so as to respect the integrity of the instructor and the students. The On-Line Lead Faculty at ENMU-Ruidoso will act as the main point of contact between the Portales and Roswell campuses and for various other issues concerning distance education.

Ownership for Online Courses:

When the faculty member creates the course material ENMU-Ruidoso shall own all intellectual property. Upon leaving the University, or, if the faculty member who has created the course elects not to teach the course, the faculty member may retain copies of any content material developed or created; however, ENMU-Ruidoso has the right to retain, modify, and offer the course using an alternate qualified instructor.

(Adapted from ENMU-Roswell's "Policy and Procedures for Online Program" and used with their permission.)

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