

Bellarmino College of Liberal Arts Loyola Marymount University

BCLA Policy for Online and Hybrid Courses

Context:

In keeping with the vision statement of the University, BCLA continues to strive for innovative teaching and encourages faculty to explore new ways to advance a student-centered education while maintaining the highest standards of a traditional pedagogy. To this end, BCLA has developed a policy for teaching course in either online or hybrid formats that ensures the continued education of the whole person. In this way, BCLA will continue to provide its students with the tools and skills necessary in the 21st century while fostering the *cura personalis*, which is a central component of the Jesuit tradition.

The policy below sets up parameters for the students who wish to take classes at LMU online as well as for faculty members who wish to teach online or hybrid courses.

Section I: Parameters for BCLA Students

1. A BCLA student may take a maximum of 20% of LMU online or hybrid courses.
2. For all majors in BCLA, no more than one LMU online or hybrid course may be taken for credit in the major.
3. For all minors in BCLA, no more than one LMU online or hybrid course can be taken in the minor.
4. Enrollment caps for online and hybrid courses should be appropriate for the pedagogical experience and comparable to the enrollment caps for the face-to-face versions of those courses or to those for similar courses. These courses must also reach minimum enrollments consistent with traditional courses.

Section II: Parameters for BCLA Faculty

Faculty members must meet certain eligibility requirements in order to teach online or hybrid courses at LMU. These requirements are:

1. Faculty members must successfully complete the Quality Matters Rubric (APPQMR).
2. Faculty members must demonstrate competency with course website design standards. This can be achieved by taking a self-paced edesign course, which involves creating two modules for their class, or by completing an approved LMU workshop.
3. The pedagogical structure of proposed online and hybrid courses will be reviewed by faculty with expertise in this area within the University.
4. Faculty members may teach a maximum of 2 courses/sections per academic year (excluding summer session).
5. Approval of all online and hybrid courses and the decision of when it best meets students' needs to offer these courses remains within the department/program.

BCLA Application for New Online and Hybrid Courses

To be completed by the faculty member offering the proposed course.

Pre-requisites for completing this application:

- As part of your proposal application, you must provide a statement from ITS detailing the technology and resource needs, availability of the needed technology, space, and responses, and feasibility in terms of any new technology or implementation.
- Faculty must successfully complete the requirements as outlined in the BCLA Policy for Online and Hybrid Courses.
- The course description must be approved by the department/program.

Please provide a brief answer to each of the following questions:

What is the rationale for offering this course in an online or hybrid format?

What are the learning outcomes for this course, and how does it fit into the curriculum for the intended students?

What is the percentage breakdown of face-to-face versus self-guided, technology-enhanced, and online components of the course?

What are the resource requirements from LMU and the enrolled students in this course? What services and support will ITS provide, and how will course evaluations be conducted?

What is your previous experience with the technology to be employed in the course? Do you need any additional training to run the online/technology-enhanced portion of this course?

To be completed by the department chair or program director:

How often do you anticipate offering this course in your department/program? What is the projected enrollment in the course?

Do you recommend that this course be approved as proposed in an online or hybrid format?

Completed proposals will be reviewed by the Curriculum and Assessment Committee for BCLA. After committee review, the recommendation will be forwarded to the BCLA Dean for provisional approval for the course to be taught for up to three semesters. A formal usability check that implements all aspects of the online and technology-enhanced learning must be completed by the faculty and ITS no later than two weeks before the semester begins, ideally sooner. Once the course has been taught, it is eligible for a course review and final approval.

Required Timeline (for courses scheduled for the next academic year)

Course Proposals due by November 15

Provisional Approval due by February 15

Usability check encouraged by May 15 – Statement signed by faculty and ITS verifying working check completed must be submitted to BCLA Dean’s Office for review no later than two weeks before class begins.

Course review (including completed assessment and evaluations) and final course approval must be completed no later than three semesters of teaching the course. Review and letter of support signed by the Department Chair or Program Director must be submitted to the BCLA Curriculum and Assessment committee for review and recommendation to the BCLA Dean for final approval.