

College of Business Administration

Loyola Marymount University

CBA Policy for Online and Hybrid Courses

Context:

To continue our growth as a leader in business education, fulfill strategic university and school goals, and better meet the needs of our students, the LMU College of Business Administration recognizes the importance of developing select offerings in online education. The CBA has adopted the following policy to create online/hybrid learning environments that are innovative, engaging, and impactful for learners. We also recognize the importance of maintaining the highest pedagogical standards for the online education image of the CBA and LMU and want to ensure that e-faculty are adequately trained and supported throughout the course development process.

The CBA Policy for Online and Hybrid Courses creates three components that faculty members who wish to teach online or hybrid courses at both the undergraduate and/or graduate level must fulfill to in order to become certified.

Faculty eligibility to teach hybrid/online courses

To be eligible to teach hybrid/online courses in CBA, faculty must successfully complete the Center for Teaching Excellence eFaculty Certification program that is two-fold:

- Part 1: Completion of the Applying the Quality Matters Applying the Rubric workshop (APPQMR) that is hosted at the CTE in-person or online asynchronously.
- Part 2: Completion of the CTE eDesign for Online and Hybrid Teaching and Learning

Faculty members who are interested in learning more about online education should participate in the eFaculty Certification program to see how an effective hybrid/online course would function and how to best promote student engagement and learning using e-learning tools.

Faculty members who have completed Quality Matters training may be exempt from Part 1 by submitting their QM certification to the Center for Teaching Excellence (the certificate must be in the faculty members possession).

Course design development and approval

Once a faculty member becomes certified eFaculty, they can submit a proposal for a course by completing the CBA Online and Hybrid Course Proposal form. The initial proposal must (1) answer the question “What is the rationale for offering this course in an online or hybrid format?” and (2) provide a syllabus and desired learning outcomes for the course. In addition, for existing courses moving to an online/hybrid format, a breakdown of how the current grading scheme maps to the online grading scheme must be included. The department chair must approve

the proposal and the proposal should be sent to either the chair of the Undergraduate Program Committee or the chair of the Graduate Program Committee.

The appropriate curriculum committee will meet and provisionally approve the proposal or send it back for revision. Once a proposal has been provisionally approved, the instructor will undergo a complete course design with ITS support. Courses with provisional approval may be listed on PROWL. A usability check (by the appropriate curriculum committee) must be completed no later than 2 weeks before the course begins. A timeline for courses to be offered in either the summer or fall semesters is below¹:

No later than September 15 th	Proposals due
On or before November 15 th	Provisional approval completed by appropriate program committee
On or before April 15 th , but no later than 2 weeks before course begins	Usability check completed and approved

Continual Review

During instruction, the Instructional Technologist for the College of Business Administration (ITCBA) will continually review and evaluate the course. At the completion of the course, the ITCBA will share his/her evaluation (based upon the LMU approved online course evaluation rubric) with the instructor and the appropriate curriculum committee. When the course is offered a second time, another evaluation will take place to make sure issues are addressed. If issues are not addressed, the curriculum committee may recommend to the Dean that the instructor no longer be certified as an e-instructor and/or that the course no longer be offered in an online/hybrid format as designed.

¹ Current CBA policy restricts undergraduate online/hybrid courses to only summer sessions unless the Dean of CBA provides written approval.

CBA Online and Hybrid Course Proposal

FACULTY INFORMATION

Name: _____
Title: _____
Department: _____
Email: _____

Faculty eligibility:

completed CTE eFaculty Certification program

COURSE DETAILS

New
 Changing modality of an existing course

Title: _____
Department and Course Number: (_____) (_____)
Course Units: _____
Semester (Please indicate the first semester you plan to offer this course): _____

Course Delivery Method:

Fully Online Synchronous
 Fully Online Asynchronous
 Hybrid

If hybrid, what percent will be taught online: _____

JUSTIFICATION FOR MOVING TO ONLINE/ HYBRID

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

CBA Online and Hybrid Course Proposal

Required software/hardware

(Please list any software and/or hardware that will be required of your students to complete this course)

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GRADING SCHEME MAPPING FROM FACE-TO-FACE TO ONLINE/HYBRID COURSE

(If the course is new, please only complete the online portion)

Face-to-Face course:

Assignment	% of final grade	Proctored/un-proctored

Online/hybrid course:

Assignment	% of final grade	Proctored/un-proctored

ATTACH THE PROPOSED SYLLABUS

CBA Online and Hybrid Course Proposal

ACCESSIBILITY/ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Faculty will be contacted by Disability Support Services (DSS) if a student in your course requires accommodations. Contact Jessica Lee (Jessica.Lee@lmu.edu) at the Center for Teaching Excellence for next steps and available support tools provided by ITS to support your online/hybrid course elements for students who require accommodations.

I acknowledge and have read the above regarding accessibility/accommodations for students with disabilities.

PRELIMINARY RESEARCH AND INPUT FROM COLLEAGUES AND ADMINISTRATORS

I have consulted with the IT technician to check the feasibility for offering this course in online/hybrid format as has been described in the syllabus.

Department Chair: _____

Signature _____

APPROVED NOT APPROVED