Guidelines for Oversight of Online Courses -- DRAFT

- **Faculty eligible to propose online and hybrid courses:** Ideas for new online or hybrid courses may originate with any member of the university teaching staff – including tenure-related faculty (TRF), career non-tenure-track faculty (career NTTF), adjunct faculty, and advanced graduate students. To enter the approval process, each course must be sponsored by an appropriate academic department that has articulated the intellectual rationale for placement of the course within its curriculum.

- **Faculty eligible to teach online and hybrid courses:** The responsibility for making teaching assignments has historically been with departments, an arrangement that is also appropriate for courses with partial or full online character.

- **Review of proposals for online courses:** Online and hybrid courses will go through the same review process as all new or revised courses, except that an additional, specialized review of the course’s online aspect will be conducted. The intent of this specialized attention is not to stifle creativity by adding a bureaucratic barrier, but to ensure that the pedagogical opportunities, as well as the challenges, of the online environment have been thought through. Online or hybrid courses that are completely new, as well as existing courses that are gaining online character, will be reviewed, but with different kinds of attention, as outlined below. CourseLeaf software will be used to streamline the course approval process and to provide relevant review and feedback more quickly than is currently possible.

**Review Processes for New and Existing courses**

- **Online courses that are completely new**
  1. Departmental Curriculum Committee
  2. School/College Curriculum Committee
  3. University Committee on Courses (UOCC)
  4. University Committee for Special-Status Courses: This would be a newly-created committee, analogous to the Inter-College Committee on General Education (ICGER) that reviews Group-satisfying courses. The intent is for this new committee to have strong links to the UOCC and ICGER.

- **Existing courses that are gaining online character**
  1. Departmental Curriculum Committee (or other approval at the departmental level)
  2. University Committee for Special-Status Courses
3. University Committee on Courses (UOCC), which will not review these courses, but will serve to record approval by the Special-Status Course Committee.

- Continuing university support and oversight for online courses
  1. When working with students who are interested in taking online courses, academic advisors should appreciate the confidence and self-direction that is necessary to thrive in this educational environment. This should be communicated clearly to students.

  2. When designing online courses that are likely to attract first-year students, faculty should pay particular attention to the need to communicate effectively with these students about the self-direction necessary to succeed in them. Instructors should also provide timely feedback to students in order to detect problems quickly.

  3. The university will ensure that instructors are prepared to make the most of this teaching medium, by offering:
     a. training for faculty who create and/or teach online courses
     b. training for GTFs who lead discussion sections for online courses
     c. access to teaching resources that demonstrate best practices in online and hybrid classes
     d. guidance from the Accessible Education Center to ensure that courses are designed so as to make them accessible to students with disabilities.

  4. The university will provide ongoing logistical support for online and hybrid courses, including:
     a. technological support for students and faculty that is as readily available as possible – similar to the schedule of technical support provided by UO Libraries and the Computing Center.
     b. mid-course support for faculty and students new to this form of pedagogy

  5. The university will maintain archives that make descriptions and syllabi for online courses publicly available

  6. In keeping with the university’s commitment to the integrity, relevance and rigor of the curriculum, existing courses, including those offered online, will be periodically
reviewed by university-wide curriculum committee(s), based on syllabi, exams or other course material, and grade distributions.