Longwood University Faculty Senate
PROPOSAL/POLICY COVER
SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

TOPIC: Longwood University online and hybrid policy (FPPM II. Instruction and Advising V. Online and Hybrid Teaching and Learning)

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): We will soon begin a new contract with Honorlock and would like to make more explicit our compliance with SACSCOC standards related to student identity. It was also discovered that the language for the definition of hybrid courses is not internally consistent.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions)**:** Revise the online and hybrid policy in the FPPM as follows:

- Revise language in the definition of hybrid classes to make the definition consistent. The intended definition is not changing.
- Change the language of Student Identity Verification to be more explicit about how this task is accomplished.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed)**:**
1) The true definition of hybrid in the first sentence didn't match a subsequent explanatory sentence. The explanatory sentence is being revised.
2) Online proctoring will be automatic through Honorlock, and student identity verification is required. The language change makes this section stronger.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:
Action(s) Taken:

Date first read at Faculty Senate:
Action(s) Taken:

Date final action taken by Faculty Senate:
Action(s) Taken:
Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):
Action(s) Taken:
PVPAA: _____
Date: _____

Date submitted to other administration:
Action(s) Taken:
Administrator: _____
Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

V. ONLINE AND HYBRID TEACHING AND LEARNING

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II. Definitions

A. <u>Electronic interaction</u>: through distance learning technologies includes, but is not limited to, the internet, one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs if used as part of the distance learning course or program.

B. <u>Online</u>: 100% electronic interaction

For the purposes of this document, ***online*** is defined as total replacement of physical class meetings with electronic interaction through distance learning technologies. An online course is one in which 100% of the instructor-student and student-student interaction takes place synchronously or asynchronously through regular electronic interaction.

C. <u>Hybrid</u>: at least 30% , but less than 100% electronic interaction

For the purposes of this document, ***hybrid*** is defined as partial replacement of physical class meetings with electronic interaction. The instructor(s) and the learner share the same physical space at ~~least 30%~~<u>most 70%</u> of the time. As a replacement for in-class instruction, interaction between the instructor and students takes place synchronously or asynchronously through regular electronic interaction. The dates, times, and location for face-to-face meetings must be clearly stated in the Schedule of Classes and in the course syllabus.

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V. Policy

F. Student Identity Verification

In compliance with federal law, the ~~Commission on Colleges~~ Southern Association of Colleges and Schools <u>Commission on Colleges</u> (SACSCOC) requires that member colleges and universities verify student identification for online courses. Students enrolled in online courses at Longwood are required to use a secure login and pass code to access course assessments. Faculty members ~~may~~<u>should</u> also require students in online courses to use a webcam ~~or~~<u>and/or</u> online test proctoring service <u>(such as Honorlock or a similar product)</u> to verify a student's identity for certain assignments or assessments.