

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: DEC, Academic Technology Advisory Committee (ATAC)

TOPIC: : FPPM Section II. W. Online and Hybrid Teaching and Learning VI. Procedure C. Course Review *Course Design*

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):

Faculty expressed concern about the role that chairs played in the course review process. The current procedure involves notifying the department chair only at the end of the review process.

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):

Updates course review procedure to include a faculty member's department chair earlier in notification process. The chair's role in the course revision process is added.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Clarify and change the role of the department chair within the course review process.

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

VI. Procedure

Course Review

Course Design: Hybrid and online courses will be reviewed using a nationally recognized rubric by trained peer reviewers on a regular basis. Reviews will be facilitated by the DEC in collaboration with the academic departments. The DEC will notify both the faculty member and associated department chair when the review process is initiated. The rubric provides objective, consistent, proactive and positive feedback to hybrid and online-faculty regarding the course design.

Reviews shall address those areas where the pedagogical aspects are inherently related to the different methodology/delivery of teaching in an environment using electronic interaction. Elements in the rubric related to course content (including amount and type of material, suitability of learning objectives, etc.) can be included when reviewed by a disciplinary peer.

Review of course design is intended as a means to improve the quality of online and hybrid courses. As such it is considered an area of ongoing professional development for participating faculty and will be treated as such within departments and programs. Reviews will be shared The DEC will share reviews with both participating faculty members and the associated department chair and will include the associated department chair (or designee) in deliberations regarding potential course revisions indicated by reviews in order to promote quality enhancement of each department's online and hybrid courses.