U. ON-LINE AT LONGWOOD, FACULTY POLICIES AND PROCEDURES

DEFINITIONS

Online Courses are courses delivered synchronously or asynchronously 100% online via the Internet. However, up to two face-to-face meetings may be scheduled if necessary for pedagogical reasons.

Hybrid Online Courses have at least 51% of the course delivered synchronously or asynchronously online via the Internet with the balance delivered in a face-to-face format.

Online courses are coded with a "B" (for Blackboard) in the first digit of the three digit course code that follows the course number, the section number in the second digit and the number of credit hours in the third digit. For example, EDUC 530.B03 is the first section of a 3 credit hour online course; EDUC 530.B13 is a second section of the 3 credit hour online course and EDUC 530.BJ3 is a winter intersession online section of a 3 credit hour course,

Online Steering Committee is composed of the Deans of the College of Arts and Sciences, Business and Economics, Education and Human Services and Graduate & Professional Studies, and the Vice President of Information and Instructional Technology Services.

Online Advisory Committee is composed of online faculty representatives from each College, the Registrar, Director of Software Support Services, Director of Cashiering and Student Accounts, the Electronic Resources Librarian, and Instructional Design and Development Specialists.

Online Course Review Panel is a sub-committee of the Online Advisory Committee and consists of faculty members on the Online Advisory Committee.

LOTI Participants are faculty who have completed the Longwood Online Technology Institute.

ACADEMIC POLICIES

Online faculty are subject to all Longwood academic policies and procedures. Following are some additions to these policies that are specific to online education.

LONGWOOD ONLINE TECHNOLOGY INSTITUTE (LOTI)

Purpose

The [Longwood Online Technology Institute (LOTI)](#) is a faculty development program designed to enhance teaching and learning at Longwood University and expand the flexibility and reach of a Longwood education. The LOTI is intended to provide faculty with the skills and technical support necessary to develop quality online courses or programs. The Institute will foster exploration of innovative approaches to designing online experiences that promote a learning community, learning outcomes and utilization of multimedia technology.

==LOTI procedures, application forms, and all additional information regarding training and course development will be posted for faculty on the College of Graduate and Professional Studies website under online@longwood.==

~~Procedure~~

~~Faculty members interested in participating in the LOTI will submit a proposal that provides the following:~~
- ~~Background/rationale for the project~~
- ~~Course/Program goals and learning outcomes to be taught online (not in a face to face setting)~~
- ~~Plan for meeting these learning outcomes in the unique online setting, including:~~
  - ~~Specific online activities~~
  - ~~Outcome evaluation~~
  - ~~Faculty/student technical assistance, equipment, materials, & skills required to reach project outcomes~~

~~A completed cover sheet provided with the Call for Proposals and a written proposal that addresses the required information is submitted by the designated date to the Online Steering Committee for review and selection. Funding resources will determine the number of proposals that may be accepted while the quality of the proposal and its relevance to meeting stated University goals will determine selection. One hard copy of the proposal is submitted to the designated office with all the required signatures. One copy is submitted electronically to the designated office. Notification of awards will be made as soon as possible.~~

~~Online Technology Institute~~

~~An intensive training and project development Institute will be held during May immediately following graduation and at other times as announced. During this course participants will receive group and individual training and assistance with equipment and software necessary to develop and/or teach their online course. Technical support staff will be available to provide consultation and assistance. The faculty are the content experts who in consultation and cooperation with the technical support personnel will design and develop the online project.~~

~~Faculty participants will be paid a stipend and will have technical assistance personnel available to assist them as they develop their project.~~

~~The online courses must be offered within one year following their LOTI participation. At monthly LOTI meetings that are open to any faculty member participants will share their course content, outcomes and evaluation information as well as learn new online best practices.~~

~~Information sessions~~

~~Information sessions will be held after each call for proposals to provide information about online courses and professional development at Longwood.~~

~~Online Course Approval~~

~~The Online Advisory Committee will nominate an Online Course Review Panel.~~

~~Faculty will submit a syllabus for an online course along with any other materials determined to be necessary by the Online Course Review Panel.~~

~~The Online Course Review Panel will establish quality standards such as those represented by the Quality Matters Checklist by which to judge proposals for online courses including online pedagogy, instructional design, technical characteristics, appropriateness for online delivery, and compatibility with technology available at Longwood.~~

~~Faculty will be provided feedback and may resubmit as necessary.~~

Maximum registration in an online course is determined by the department chair in conjunction with the Dean of the appropriate College.

Online courses must be ones that already exist in the Longwood catalog. For special topics courses, course development policies must be followed.

Courses prepared by participants in the Longwood Online Technology Institute are reviewed by the LOTI instructors ~~using the Quality Matters Checklist or equivalent rating scale~~ as part of participation in the Institute.

Online credit courses prepared outside of LOTI must be submitted to the Dean of the College of Graduate and Professional Studies for review ~~by the Online Course Review Panel~~. The Dean of the College of Graduate and Professional Studies must approve all courses before each is offered for the first time.

Approval of Online Faculty

Before teaching an online class, all Longwood faculty must complete one of the following LOTI courses as appropriate to their online teaching assignment or goals:
- Online Teaching Training Modules for Adjunct/Part-time Instructors
- 100% Online Course Development, Instructional Design and Teaching
- Teaching a Hybrid Online Course
- Other LOTI training as appropriate

Adjunct or part-time online instructors are subject to the same qualifications as full-time Longwood faculty. Adjunct or part-time online instructors must document training in online course instruction if teaching an online course and in online course development if preparing and offering a Longwood online course. Adjunct or part-time instructors may apply to participate in LOTI with the approval and recommendation of their department chair.

Faculty employed by Longwood to teach online credit courses who have had training external to Longwood must provide evidence of training and/or experience in teaching online to the Dean of the College of Graduate and Professional Studies who must approve their qualifications.

~~The form for Student Assessment of Instruction for On-line courses follows:~~

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