Requirements of CSBS Online Teaching Best Practices Policy

July 2014

A. Annual or biennial report from chairs to dean regarding online courses.

B. Establishment of College Online Student Evaluation form (currently in use)

C. Establishment of department Online Teaching Review Committee (composition determined by the department)

D. Submission by faculty of online syllabi each semester to the department Online Teaching Review Committee.

E. Departments determine pedagogical criteria/parameters based on department Learning Outcomes and Course Objectives. (The Best Practices for Online Courses document produced by the Online Teaching Committee can be used as a resource for this process.)

F. Every five years, the department committee evaluates all online syllabi and online courses, based on the CSBS Best Practices Evaluation Instrument. However, the Evaluation Instrument specifies that it is up to departments whether to use the College Instrument, or devise their own: “…it is up to individual departments to determine to what extent (if any) they employ this instrument for assessment.”

G. Based on the evaluation instrument and a pedagogical review of syllabi, etc., the committee rates each course as Good, Satisfactory, or Unsatisfactory. Results are forwarded to the chair and dean.

H. If a department offers 15 or more undergraduate online courses, or a full online major or minor, there is an additional review every five years by the College Online Review Committee (with a member from each department, plus one from WSU Online), using the same rating scale as the department committee does. Results are forwarded to the chair and dean.

I. Hybrid courses are subject to the policy if 50% or more of course content is online.