Technology-Assisted Modes of Instruction Policy

Policy Number:	AS 01-003
Policy Administrator:	Academic Senate Executive Committee
Policy Initiator:	Academic Senate Executive Committee
Authority:	**CSU Coded Memorandum** AA-2013-03; WASC Senior Colleges and Universities Distance Education Evaluation Guidelines (https://www.wascsenior.org/content/distance-education-evaluation-guidelines) **Approval Signature:**
Effective Date:	September 7, 2017
Revised Date:	

ourses for academic credit in the state supported curriculum offered by Cal

e of the Academic Senate, Cal Maritime is responsible for administering this

ance.   /s/

It is the policy of Cal Maritime's Academic Senate that any Academic department, division or faculty group offering academic credit-bearing courses must meet the appropriate accreditation requirements. All STCW or USCG approved classes must meet all USCG requirements.

Procedures:
A. Codes/Definitions of Teaching Modalities*

*Green boxes signify PeopleSoft codes. The definitions and abbreviations are taken from the Academic Senate of CSU Resolution AS-3169-14/AA "Designation and Compilation of Course Modalities". Any modifications made to these definitions, abbreviations, or codes by the Academic Senate CSU or PeopleSoft will be automatically adopted by this policy.

7. Faculty and students have the right to be informed about the modes of instruction and technological requirements for each course offered by Cal Maritime. Students will have timely access to this information in the class schedule.
8. The University will offer appropriate training and support services to faculty who choose to teach using non-traditional course modalities. All classes offered through online and hybrid instruction will be approved, assessed, and evaluated in accordance with University policy for traditional modes of instruction.
9. The University shall offer appropriate support services to students taking courses taught in different modalities.

C. Curriculum and Instruction
1. The faculty of a given academic program will assume responsibility and exercise oversight of its technology-enhanced courses, ensuring both the quality and integrity of instruction. These responsibilities include selecting, monitoring and evaluating all faculty teaching courses in non-traditional modes of instruction. In the event course visits are utilized as part of the evaluation, evaluators are reminded that the individual faculty shall be provided advance notice of the visit according to the Collective Bargaining Agreement. Also, consultation between the faculty member being evaluated and the individual who visits his/her course is required. In addition, faculty must adhere to best practices for online instruction and use technology that assures ADA accessibility in accordance with the CSU Accessible Technology Initiative (Coded memorandum AA-2013-03).
2. All courses, regardless of modality course ADA es 1 d1367.Tj 2unj6,2- AbeodalitTw 2. n , 6 h

E. Facilities and Resources Support
  1. The University shall provide appropriate information, support and training to faculty for compliance in accordance with the CSU Accessible Technology Initiative (Coded memorandum AA-2013-03).
  2. Faculty choosing to use non-university-supported resources (e.g. third-party servers, non-university-supported software) must state in their syllabus that the University will not provide technical support for those resources. These faculty are responsible for compliance with all principles of this policy, including reasonable, technical support for students in accordance with the CSU Accessible Technology Initiative (Coded memorandum AA-2013-03). Faculty who use University supported resources will be provided with technical support of these resources and have the responsibility to secure the support.
  3. Modality codes or labels will be attached to all course sections in the class schedule in order to assist in resource planning and student registration.

F. Student Support
  For courses offered through non-traditional modes of instruction, the University shall ensure that:
  1. Students are aware of the appropriate facilities and equipment necessary to participate in these courses.
  2. Students will have sufficient access to library resources and necessary support in the use of those resources.
  3. Students are provided with appropriate levels of technical support, to resolve problems encountered with University supported technologies.
  4. Students will have access to accurate and necessary information such as course learning outcomes, requirements, academic calendar, and faculty contact, including office hours, via an online course syllabus that is available 24/7.
  5. Students are provided with adequate bookstore services for securing textbooks, course-related supplies and materials.
  6. Students are provided with adequate means for resolving student complaints and grievances.
  7. Students are provided with reasonable and cost-effective ways to participate in Cal Maritime's system of student authentication.

G. Evaluation and Assessment
  1. Through a review and evaluation process the outcomes from courses taught in non-traditional modalities with those from similar traditional, face-to-face courses will be compared to ensure course quality. Assessment processes already in place will be used to assess the outcomes from technology-assisted courses. Where courses are taught in traditional, face-to-face format and online, assessment results will be compared to ensure quality.
  2. The review and evaluation process will assure that the courses taught in non-traditional modalities at Cal Maritime conform to prevailingr

H. Academic Integrity

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Appendix A: Course Modality Request

Date:

Note: The most recent Course Change Request (CCR) must be attached to this form.

Course Number:

Course Title:

Effective Semester:

Department Initiating Request:

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1. Current Course Modality or Modalities (check all that apply):
    a. FT (default)
    b. FO
    c. LO
    d. RO
    e. HY