



Policy and Procedures Manual Application: All  
Faculty  
Section F2.6 Online and Blended Course Policy

## ***F2.6 Online and Blended Course Policy***

### **F2.6.1 ECUOnline Courses – developed through a 3rd party O.P.M.**

Courses developed through a third-party Online Program Management (OPM) provider, such as Risepoint, within the ECUOnline program will follow these guidelines:

- Faculty should work with their liaisons to get on the development schedules.
- ECUO-developed courses are exempt from completing the Online Course Checklist.
- Faculty members teaching within the ECUO program are encouraged but not required to complete Quality Matters training and apply QM principles to ECUO courses.

### **F2.6.2 QM Program Online Courses – developed outside of an O.P.M.**

Faculty teaching online courses not developed through a 3rd party O.P.M. will follow these guidelines:

**1. QM DYOC or IYOC Certification**

- Faculty teaching these courses must complete and obtain certification for at least one of the "Design Your Own Course" (DYOC) or "Improve Your Own Course" (IYOC) trainings. Faculty are not required to repeat training but may request it if QM standards are revised or the faculty member would like to refresh their knowledge.
- It is a basic and minimum expectation that faculty complete the course and receive the certification. Faculty should take care to reserve the appropriate time each day to complete the modules.
- Faculty may complete training before teaching online or within the first year of teaching online courses, with consideration for availability of training.
- Department chairs and deans will determine whether to require part-time faculty teaching in their departments or colleges to complete QM training.

**2. QM Online Course Reviews for Web Courses**

All web-based courses are expected to undergo the process for Quality Matters review after being taught at least once.

- **Faculty Course Creator and/or Dept Chair:**

- Will revise previously QM Sealed Courses before they expire and certify the course with a MET/QM Seal
- Will work with CETL Instructional Designers to certify a New Course or Online Course not Certified with a MET/QM Seal
- Will sign documents that they understand the following:
  - They commit to finishing the review until it is at a MET status with help from CETL Instructional Designers and will keep open communication with the IDs throughout the process.
  - If for some reason they need an extension, QM will give those, but only if asked for in a timely fashion.
  - The faculty will need to meet with Academic Affairs if they have requests that cannot be granted by CETL staff. Ex. Unforeseen Circumstances

- QM Seals will be loaded to the Certified Course

**3. Online Course Checklist:**

- Instructors will complete an online course checklist each semester to ensure courses are student-ready and accessible.

### **F2.6.3 Blended Courses**

1. A blended course is scheduled for in-person meetings with up to 50% reduced seat time and a portion of the coursework completed online.
2. Online work required of a blended course must be specifically stated on the course Blackboard shell.
3. Instructors will complete a Blended Course checklist each semester to ensure that courses are student-ready and accessible.
4. Faculty members teaching blended courses are encouraged but not required to complete QM training and apply QM principles to blended course design.

### **F2.6.4 Synchronous Meetings**

Required meeting times for online and blended courses must be listed on the official course schedule.

Asynchronous classes may not require synchronous meetings unless they are listed on the official course schedule at registration.