
Effective: Fall 2005

Curriculum Approval Policy
DISTANCE LEARNING (DL) COURSE APPROVAL PROCESS

Approved: October 4, 2005, Deans' Council; July 18, 2005 Faculty Senate
Revised: February 14, 2007, Deans' Council; March 21, 2006, Faculty Senate
Revised: August 12, 2009, Deans' Council; March 17, 2009 Faculty Senate
Revised: May 30, 2018, Deans' Council; October 19, 2018 Meet & Discuss

Purpose of Distance Learning (DL) Course

To enrich and to increase the availability of the course offerings while maintaining quality educational experiences for students learning in a distance environment.

Millersville University Definition of Distance Learning (DL)

Distance learning takes place when students and faculty members are separated from each other by location or time. DL courses as defined by the CBA, Article 41.B.1.a. may be delivered entirely online or use a hybrid mode, which is a combination of online and face-to-face instruction representing no more than 20% of the instruction delivered.

Course Categories

1. Online – Millersville University defines an online course as one that delivers 80%-100% of the instruction online. The face-to-face meetings cannot exceed 20% of the instruction. These are categorized as Distance Learning (DL) courses for the purpose of the CBA.
2. Blended – Millersville University defines a blended course as any course that delivers up to 79% of the instruction online. The University schedule of classes must clearly indicate the online component and reduced face-to-face meeting times for any blended courses. A schedule of class meetings for each blended course must be submitted for approval by the appropriate College Dean at the time the course is added to the university schedule of classes. Blended courses are not covered by the Distance Learning Course approval process or Article 41 of the CBA.

Technical and Instructional Support

The University shall assure the availability of technical support and instructional design professional(s) and materials appropriate to the principal technology and consistent with the faculty member's prior training and experience.

Course Approval Process

New credit-bearing courses that wish to be presented via a DL delivery mode must be approved through the existing course approval procedure at the University. The method of DL (online or hybrid) must be clearly stated in the course proposal.

Existing credit-bearing courses that wish to add the option of a DL delivery format shall be reviewed by the department and University curriculum committee (UCPRC or GCPRC), which shall each provide its recommendation to the President or his/her designee. In these cases, the review by the department and University curriculum committees shall focus only on the presentation of the course via the proposed DL delivery mode rather than re-examining the elements of the existing course. This review should be completed within thirty (30) days¹ of receipt of the course proposal by the University curriculum committee.

Course Approval Criteria

In approving distance education courses, the following should be considered as outlined in Article 41:

1. DL course type
2. Instructor qualifications
3. Use of suitable technology as a substitute for traditional classroom
4. Suitable opportunity for interaction between instructor and student
5. Suitable evaluation of student achievement by instructor
6. Integrity of evaluation methods used

¹ Since Faculty Senate committees do not typically meet outside of the regular fall and spring semesters, the thirty (30) day period applies only to the regular fall and spring semesters.