

	1 classify and approve courses	2 faculty chosen and trained	3 assessment	4 support for learners	5 CMS
UNCP	<p>use 800 section #; dept chair proposes, faculty design, instructional designer evaluates.</p>	<p>Same faculty who teach the on campus courses. Teaching &amp; Learning Center provides continuous training</p>	<p>Course peer-reviewed and reviewed by instructional designers (quality matters) before stipend is paid</p>	<p>The library, Division of Information Technology, Distance Education, and bookstore and Writing Center all provide services to online students.</p>	<p>bb 9.1</p>
NCSU	<p>All credit courses are classified and approved through departmental, curriculum committee, college, and university level processes. Section numbers distinguish courses offered through distance education, whether fully online or taught at off-campus sites.</p>	<p>faculty chosen by: teaching assignments via the usual department protocol, self-selected, or recruited by the Distance and Distributed Education program. Resources include NCSU's Summer Institute, a week-long immersion in best practices and practical training, face-to-face seminars and workshops in specific applications, online training modules, instructional house calls for individual faculty or groups of faculty, and IDEA stipends and staff support to develop or enhance technology-assisted courses and pedagogical approaches.</p>	<p>All credit courses follow department and college assessment guidelines and criteria. Resources include quality matters consultations and collaboration with faculty peers to develop assessment rubrics.</p>	<p>An online orientation provides an introduction to the NCSU student experience and practice in navigating a student learning management system. A central Distance and Distributed Education office augments department and college advising and mentoring support, facilitating the enrollment and registration processes, maintaining an FAQ and live chat for student questions, and providing exam proctoring services on campus and arranging for off-site proctoring support. Career counseling and tutoring services are available online.</p>	<p>Moodle, Wolfware Classic, Elluminate, and Mediasite.</p>

<p>At the Friday Center, we only do distributed learning courses that are totally online or are completed through traditional correspondence. The courses are regular UNC courses offered face-to-face in the classroom, and the academic department offering the courses decides to offer them, also, through our distance education programs – Carolina Courses Online or Self-paced Courses. Carolina Courses Online are semester based courses totally online and asynchronous with no more than 25 students in the course. Self-paced Courses can be online or traditional paper correspondence. They can be started any time, students work one-on-one with the instructor, and they have nine months to complete the course. Before any of these courses are open to students, they must be approved by the department chair and by the</p>	<p>College of Arts &amp; Sciences</p> <p>Faculty are selected by the academic departments offering the courses and must have an academic appointment at the University. Training is provided to the faculty through our in-house orientation process and during the instructional design process in which the faculty member works individually with one of our instructional design staff.</p>	<p>First, the course is reviewed and approved by the department chair and by the College of Arts &amp; Sciences before being offered to students. Second, the course is monitored by our instructional design staff while it is being offered to make sure no problems arise with the course. Third, students can complete a suggestion box three weeks into the course providing feedback to the instructor about ways the course might be improved while it is being offered. Fourth, the courses are evaluated by students at the end, and the evaluations are provided to the instructor and the department chair. Fifth the instructors are asked to evaluate the course, the process through which it was offered, and their experience working with us and offering a distance course. Sixth, the department and college frequently assess their course offerings and these courses are included. Finally, these courses and our distance education programs are included as part of the University accreditation by SACS.</p>	<p>We have two academic advisors that are available to distance learners through e-mail or telephone. We have our own bookstore as a sub-unit of Student Stores that mails books to students who are not in this area. We have online library privileges for our distance students. Students have access to the Writing Center. Our students in online courses are served by campus ITS through the 962-HELP line. We offer exam proctoring service for students. The students are covered by the UNC Honor Code. And, Career Counseling services are provided for a fee through the UNC Alumni Association</p>	<p>Sakai.</p>
<p>UNCW</p> <p>All courses at UNCW follow the same approval process regardless of the delivery mode.</p>	<p>Faculty teaching in distributed learning environment are chosen by their respective department heads. OeL employs a variety of strategies for training which includes presenting best practices and tool training through text, visual aids, and hands-on activities. The hands-on portions are intermittent and timed throughout the training after the presentation of a new concept or tool to maintain time on task. The group trainings consist of a general overview of the tools and online teaching pedagogy for faculty and is designed to address the novice to the experienced.</p>	<p>Quality Assurance and Course Evaluation-OeL offers individual consultation to explain the use of course evaluation rubrics. OeL staff members will also provide course evaluations per request. Rubrics used by OeL are from the Blackboard Exemplary Course Program and Quality Matters. These rubrics are available to all instructors. The final responsibility of course evaluation/assessment is that of each department.</p>	<p>The university established the office of elearning to help faculty in need of training and students needing orientation by creating the blackboard 9 Student Orientation Video in the form of a customized Skillport course. The Skillport access is granted to all students and faculty and they can use it as needed.</p>	<p>Blackboard 9.1</p>

NCCU	<p>The approval is made at the department and college/school level. The academic units complete a proposed course offering form, which has to be signed by the Department Chair and Dean. Once the form is completed and approved, it is forwarded to the Division of Extended Studies and entered into the Banner system with the appropriate code of online/distance education courses offered at NCCU.</p>	<p>Faculty are selected to online/distance education courses by the Department Chair/Dean. Once the recommendation is received in the Division of Extended Studies, faculty have the opportunity to participate in group training sessions, or to schedule an appointment with one of the staff members in the faculty development den.</p>	<p>The academic units are responsible for assessing online/distance education courses for content. NCCU uses the Quality Matters Rubric, a set of 8 general standards and 41 specific standards used to evaluate the design of online and blended courses. In addition, faculty members are provided an Online Course Readiness Checklist during the development process, which outlines the requirements for an online course at NCCU.</p>	<p>Online/distance education students have access to a 24/7/365 technical assistance help desk; they have the opportunity to attend a Blackboard orientation at the beginning of each semester; students enrolled in a full online degree program receive a distance education student card for access to library resources at NCCU and other UNC institutions; online faculty utilize the GradesFirst early alert system to pinpoint at-risk students early in the term to allow for timely intervention; students have access to the SmartThinking online advising system; each academic program offering a full online degree has a distance education coordinator/advisor who serves as a liaison between the online student and the University.</p>	Blackboard 9.1,
UNCP	<p>Our online classes have section numbers that differ from our on campus classes. We designate online classes with an 800 section number whereas our on campus classes are 001. For the approval process, the department chair first requests that a class be developed for online instruction. Then once it's developed, an instructional designer evaluates it.</p>	<p>We use the same faculty members that teach on campus for our online classes. Continuous training is provided through the Teaching and Learning Center</p>	<p>When courses are being converted to the online format, assistance is available from the University's instructional designers. Development stipends are available through Distance Education for online course development. Before the stipend is dispensed, the finished course is peer-reviewed to assure that the content meets the quality standards of the academic department. The course is also reviewed by the instructional designer to assure that it meets baseline criteria in terms of design and flow. The review is based on Quality Matters rubric.</p>	<p>We have support services on campus that make special provisions for online learners. The library, Division of Information Technology, Distance Education, and bookstore and Writing Center all provide services to online students.</p>	Blackboard 9.1

FSU	<p>Fully online courses are classified as: Web Based Instructional Method on the Continuing Education Campus. They have course codes of D1, D2 etc. Approval processes for an online course belong to individual departments, unless the course is brand new. In that case, online courses are collaboratively developed and approved with the Instructor, Online Coordinator from the Office of Online Education, Department Chair and department colleagues. We do not currently have a different development and approval process for hybrid courses, but we are in the process of developing such guidelines.</p>	<p>Those decisions remain with Department Chairs. The Office of Online Education offers a voluntary instructor certification process that ensures faculty members are trained and proficient on the use of Blackboard as well as effective pedagogy of online instruction. In addition, we provide individual training sessions related to all aspects of online teaching and learning.</p>	<p>We have a voluntary quality assurance process in place that involves the use of a nationally recognized rubric. This rubric measures the quality of online courses and instruction across numerous standards. The rubric is available on our website so that department chairs may conduct the evaluations on their own, or we can do it for them at their request.</p>	<p>The Office of Online Education's provides support for online students by including relevant information and resources in one location on our website. In addition we have two full-time academic advisors who assist with all academic processes and an online coordinator who provides technological training and support to students.</p>	Blackboard 9.1
NC School of the Arts	<p>Approval of courses at UNCSA is handled by the Educational Policies Committee, a standing committee of the Faculty Council. UNCSA implemented modifications to the approval form in the 2010-2011 academic year to include the possibility of creating online courses. As such, only one course has been approved for delivery in an online format at this point, and we are poised to offer the initial section during the summer of 2012.</p>	<p>The Office of Online Education's provides support for online students by including relevant information and resources in one location on our website. In addition we have two full-time academic advisors who assist with all academic processes and an online coordinator who provides technological training and support to students.</p>	<p>Any courses offered at UNCSA are held to the same standard of excellence. This includes periodic feedback from the Dean of the School sponsoring the course, as well as standard student evaluations.</p>	<p>UNCSA does not currently offer any distance education courses. Hybrid courses that utilize the Blackboard Learn platform are supported by our help desk, operated by UNC Greensboro</p>	<p>UNCSA currently uses the Blackboard Learn platform. UNC Greensboro hosts and maintains our instance on our behalf, and also operates our help desk support for faculty and staff.</p>

We are a high school and our program is only in its 4th year, so the process is quite simple. A teacher submits a proposal for a course to the Online Admin Team, and once this group approves the course and it is sent to the Vice Chancellor of Distance Education for approval; finally a recommendation is made to Instructional Council.

At the present time, most of the faculty who teach the courses have also created and developed the courses. For those who have not, the teachers volunteer to teach the particular course. Before teaching or developing an online course, a teacher is required to take a course or courses on teaching and developing an online course. Usually these are taken through LearnNC. Also, there have been on campus professional development workshops and courses which target NCSSM online. Ongoing professional development is particularly difficult and has been happening on an as needed basis....mostly because of lack of funding.

NCSSM Online Standards, based on SREB and iNacol Standards for online learning were written. Two rubrics have been developed for assessment: one which addresses teaching and the other which addresses content. These have been used to evaluate the courses and teaching. Courses are then revised as needed.

An online counselor is available to help students select appropriate courses and act as an intermediary when problems occur. Because there are under 200 students in the program, there is a close involvement with the students. Also, students are brought to campus several times during the year, so there is face to face counseling. Other staff who are readily available to help students are: an IT person who handles all technology questions; a coordinator who oversees admissions policies and on-campus events and a Dean who advises and works with the other staff members.

Currently, we use Brain Honey. It was selected because many of our students live in rural districts and this LMS has the ability to be accessible offline.