

SECTION: 2.0 ACADEMIC

SUBJECT: INSTRUCTION

Background: A policy was needed to identify the required components of a course syllabus, to clarify expectations regarding instruction, and to delineate instructional modalities.

Point of Contact: Provost

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Instructional Deans, Division Chairs, e-Learning Services, Registrar/ Records.

Date of approval by LCSC authority: January 2021

Date of State Board Approval: N/A

Date of Most Recent Review: N/A

Summary of Major Changes incorporated in this revision to the policy: New policy.

1. **General Purpose:** The purpose of this policy is to define expectations in the delivery of instruction at Lewis-Clark State College (LCSC).

2. **Definitions**
 - A. Accessible: meets Federal American with Disabilities Act (ADA) requirements.
 - B. Asynchronous: The instructor and all enrolled students engage in instruction/ learning activities that are not occurring simultaneously.
 - C. Campus: For the purposes of this policy, *campus* refers to the Lewiston campus, the Schweitzer Technical Center, outreach centers, other college owned buildings, and internship, field experience, clinical, practicum, and college sanctioned field trip sites.
 - D. Instructional Modalities:
 - (1) Face-to-Face
 - (a) Face-to-Face: All students are present in a campus classroom / laboratory at a fixed and regular meeting time. In some cases, some students are present in the on-campus classroom / laboratory, with the remainder joining in the virtual classroom. [Sections 01, 02, etc].
 - (b) Virtual Remote: All students and the instructor are present in a virtual classroom at a fixed and regular meeting time. [Sections 01V, 02V, etc.].

SECTION: 2.0 ACADEMIC

SUBJECT: INSTRUCTION

- (2) Hybrid: The course is split between face-to-face and online class sessions. Face-to-face sessions occur at a fixed meeting time, and may occur on campus or in a virtual classroom. The online portion of the class occurs asynchronously. [Section 70].
 - (a) Face-to-Face instruction = approximately 50%-70% of class sessions.
 - (b) Online instruction = approximately 30%-50% of class sessions.
 - (c) **Note:** This same proportional split applies to hybrid programs [50-70% of required courses face-to-face; 30-50% of required courses delivered in online format].
- (3) Online Instruction: All students complete the entire course in an asynchronous online environment. [Section 60].
- E. Learning Management System (LMS): A web-based software platform for the administration and delivery of online course instruction and materials.
- F. Outside Vendor Product: Outside vendor materials / software / product used for instruction.
- G. Synchronous: Students and instructor are engaged in instruction / learning activities at the same day/time.

3. Principles for Instruction

- A. All online and hybrid courses must be delivered using LCSC's licensed Learning Management System (LMS).
- B. All courses, regardless of delivery format, will have a current, accessible syllabus posted in the LMS.
- C. All online and hybrid courses will provide an opportunity for interaction between students and the course Instructors.
- D. The class and time schedule will clearly identify whether the course is face-to-face, virtual remote, hybrid or online, through course section numbering.
- E. Criteria for student success in online courses will be as rigorous and comprehensive as those used in face-to-face courses, and will be clearly communicated to students.
- F. Students enrolled in virtual remote, hybrid and online courses are subject to the same policies and procedures applicable to students attending courses on campus. Academic standards include those regarding academic integrity and appropriate behavior while interacting in remote and online platforms.

SECTION: 2.0 ACADEMIC

SUBJECT: INSTRUCTION

- G. Each student enrolled in a virtual remote, hybrid or online course will be informed of available instructional support, student services, library resources, and accessibility services.
- H. The college will provide technical support to students in virtual remote, hybrid and online courses consistent with that provided to on-campus students.

4. Faculty Rights and Responsibilities

- A. Faculty will have the same control and ownership of the substantive and intellectual content of virtual remote, hybrid, and online course-related materials that faculty have with face-to-face courses.
- B. Virtual remote, hybrid, and online course offerings and enrollments will be established by the instructional dean, in consultation with the division chair and faculty member.
- C. The college will offer professional development and support to faculty in the preparation and delivery of virtual remote, hybrid, and online courses.
- D. All course syllabi conform to the college standard by including, at a minimum, the elements listed here:
 - (1) Course Name, prefix and number, semester and year, credits / credit hours.
 - (2) Instructor's name, email address, telephone number, office location, office hours.
 - (3) General Education: "General Education Competency Area: XX Foundation or Way of Knowing" – general education courses only.
 - (4) Course Description from catalog; additional course description / detail is optional.
 - (5) Course Pre-requisite(s) / Co-requisite(s).
 - (6) Course Learning Outcomes.
 - (7) Required Text/ Materials.
 - (8) College grading scale.
 - (9) Course grading scale.
 - (10) Course communication policy / expectations [Generally, when might student expect a response to an email or phone message].
 - (11) Assignment / feedback expectations. [Generally, when might the student expect to receive a grade or feedback on an assignment].
 - (12) **Note:** Faculty are encouraged to include a statement in each course syllabus that describes circumstances which may require a change in the course schedule. For

SECTION: 2.0 ACADEMIC

SUBJECT: INSTRUCTION

internship, field experience, practicum, clinical, shop, or laboratory courses, consider including a statement about how missed hands-on hours will be completed.

- E. All materials developed or adopted for instruction are to comply with accessibility requirements set forth in Sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- F. In remote, hybrid and online examinations, faculty will authenticate student identity by utilizing remote proctoring technology, approved in-person proctors, approved testing centers, or by having students come to campus for exams.
- G. Confidentiality of Student Records and Work: Student records and work will be subject to the same protection and expectations of confidentiality in effect for a traditional course.
- H. Assessment: Courses are held to the same standard regardless of instructional delivery mode.

5. Outside Vendors to Provide Course Materials

- A. The selection of course materials is in the purview of the faculty. Only with prior approval of the division chair may a course be delivered through an outside vendor. w
- B. Instructors wishing to integrate textbook-publisher or other third-party content or applications into the LMS must work with e-Learning Services (Instructional Designer) and Information Technology (Instructional Technology Administrator).