

College of Computing and Software Engineering Kennesaw State University

Digital Learning Policy

Guiding Principles

Offering online/hybrid courses provides flexibility for students and the programs. Additionally, online course development creates an archive of course material that can help share expertise and resources across different sections and semesters.

The faculty members are the domain experts, and CCSU relies upon faculty to develop the online and hybrid courses. This policy helps to ensure that the courses are available for our students and that the courses meet the standards of KSU's online/hybrid delivery. The policy also provides a framework to guide faculty who wish to develop online/hybrid courses.

Developing and offering online/hybrid courses is part of academic units' strategic plans. As such, faculty and unit leaders should work proactively to determine which courses will be developed. All courses offered in the college should be held to the same standard regardless of the mode of instruction. Assessment and continued improvement of all courses should be a regular part of the department's assessment plan.

A current list of approved Template Shells and contact information for the current Course Coordinator can be found [here](#).

Implementation

The faculty member developing the course must have experience teaching online courses. The faculty member preferably should complete one of the professional development courses offered by DLI <https://dli.kennesaw.edu/services/professionaldevelopment/inst.pln> before the development of the first online/hybrid synchronous or asynchronous course.

If the course is new, it must have GPC or UPC approval before development. Only full time

must start well in advance. Further, it must be approved prior to being scheduled, which means prior to class scheduling.

8. The developers should seek assistance and guidance from the Distance Learning Innovations instructional designer assigned to CCSE.
9. All courses, including fully online courses, will be evaluated by students each semester.