CAA Approval: February 9, 2017 CGS
Approval: March 7, 2017
Revision approved by CAA: 12/4/2019

ONLINE COURSE POLICY

All proposed courses that include "online" as a mode of delivery on the New/Revised Course Proposal Form must answer the questions that assure student learning in the online format (Part I, 5), and be routed through the normal course approval process.

All existing courses numbered below the 5000-level that seek to add "online" as a mode of delivery, where course content and learning objectives remain the same, must be submitted to CAA (and CGS if between 4750-4999, or CGS if numbered 5000-level and above) as an executive action request.

All instructors of online courses must submit proof of having completed the Online Course Development Institute (OCDI), Illinois Online Network's "Master Online Teacher" certificate or another documented and equivalent training activity before teaching the courses/sections for the first time. Finally, a Dean, upon the recommendation of a chairperson, may submit a request to the VPAA office seeking an exception to the certification requirement based on an applicant's previous successful online teaching experience.[1]

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[1] This policy is not intended to conflict with any elements of the EIU-UPI agreement or prevent qualified faculty from accessing the benefits outlined in the agreement under "Distance Education." For that reason, faculty members are encouraged to review the current collective bargaining agreement to determine whether or not completing OCDI might be advantageous.