

Principle

CSUSM is a predominantly commuter campus focused on in-person, immersive learning. Online and hybrid instruction in the College of Business Administration can be strategically used to:

- Provide flexible options, improve accessibility, and increase access for student learning during the academic year and during summer terms, to support international travel, internships, and to maintain progress towards graduation.
- Reach new markets with niche programs and innovative courses (e.g., Professional BSBA, professional certificates, etc.)

Authority

CoBA Operations Team

Scope

Online and hybrid instruction in the College of Business Administration focuses on rigorous and engaged learning consistent with the CSUSM [online instruction policy](#) from APC:

- Online - Instruction is conducted wholly or primarily via the Internet.
- Hybrid (HY) - Instruction using a blend of in-person and online methods.

+The course modality (synchronous vs. asynchronous vs. both) should be approved by the department.

+Faculty should note that for every hour of instruction students should be responsible for an additional two hours of homework.

Guidelines

The following conditions must be met for online or hybrid instruction requests:

1. Curriculum has been approved for online or hybrid instruction via appropriate academic review. As per the APC guidelines Section IV part D:
 - a. New online courses with Online and Technology-Mediated (OTM) units, and degree programs, majors, minors, options, certificates, and subject matter preparation programs using such courses, as well as modifications to such (new) courses and programs are to be approved through the regular curriculum review process, following the same process as any new course. There is currently no special curricular review or approval needed for a course with OTM units, or for a program that uses such courses.
 - b. In the case of existing courses, approval for the use of online instruction is within the purview of the department and/or program, subject to the principles set forth in this Policy. Consultation with the department and/or program is expected to ensure programmatic learning outcomes are maintained.

- c. Department faculty are required to develop strategies for online instructional needs (courses, sections, format, schedule, faculty, etc).
2. Faculty have completed the required training outlined in the Required Training and Certification below.
 - a. For online courses, certification is also required.
 - b. Faculty must integrate best practices from training into the prospective class. How this is done is based on the discretion of the instructor.
3. Course sections scheduled for the term meet student demand for in-person learning first, should in-person sections exist.
4. Instruction requests remain below the maximum limit of allowed non-in-person courses in CoBA (20% of all offered by a department) and per faculty (4-units per semester) set by the Department Chairs and the Dean's Office.
5. Instruction requests meet scheduling constraints set by the Department Chairs and the Dean's Office.
6. Department Chair recommendations (and Dean's Office approval, as appropriate) for online or hybrid instruction requests will be dependent on providing the best instruction and pedagogy that supports student success.

Justification and Approval Process

The following should be included in your request and will be used by department chairs (and Dean's Office, as appropriate) to make a decision.

Submit:

1. One paragraph with the pedagogical rationale for teaching this course in the requested modality.
2. A syllabus for the proposed course.
3. Proof of required training (and course certification for face-to-face online requests) completion.

All requests should be submitted to the Department Chair by email.

Department will develop strategy for online/in-person instructional needs -> All proposals will be reviewed by the department -> The department chair will decide whether to approve or not approve the request-> The Dean's Office will decide to approve or not approve the request-> The department chair will work with the Dean's office to schedule approved requests based on student needs, space and equity.

*In rare cases, exceptions can be made based on department needs and other activities that support the mission and strategic plan of the college by department chair and associate dean.

Required Training and Certification

Required Training for Hybrid Instruction Formats:

1. Completing "[Introduction to Teaching Online Using QLT](#)" offered by CSU Online Course Services.
2. Completing "[Advanced QLT Course in Teaching Online](#)" offered by CSU Online Course Services.

Required Training and Certification for Online Instruction Formats:

1. Completing “[Introduction to Teaching Online Using QLT](#)” offered by CSU Online Course Services.
2. Completing “[Advanced QLT Course in Teaching Online](#)” offered by CSU Online Course Services.
3. Completing the “[Course Review and Certification Process](#)” offered by CSU Online Course Services and obtaining the certification letter.
 - **Addendum:** If the certification of a proposer’s course will be delayed for reasons outside of their control (Ex: cancelation of a review cycle by the Faculty Center), and a proposer will not be able to certify a course prior to the semester in which they propose to teach that course, then evidence of the delay must be provided by the faculty member in their proposal. The Department Chair and Dean’s office may approve the course by way of an exception and extend a grace period (of up to three semesters) for the faculty member to obtain certification. The proposer will not have future requests approved (for hybrid or online courses) unless proof is provided of certification of the previously approved course.

*For spring 2023 instruction, [Advanced QLT Course in Teaching Online](#) is not expected to be completed for hybrid instruction requests to be submitted. Both [Introduction to Teaching Online Using QLT](#) and [Advanced QLT Course in Teaching Online](#) courses are expected to be completed for hybrid instruction requests in fall 2023.

+ Due to the robust nature of the Course Review and Certification Process, please note a proposer may not be able to complete the required training and certification for online instruction in time to make a request to teach in spring 2023.

Appendix:

The details of Hybrid and Online Instruction can be found below. Created by CSUSM Planning and Academic Resources Office.

Hybrid (HY) Instruction Formats:

- **In-Person and Asynchronous Online:** The class will have both in-person and online portions. Students and the instructor will meet physically in person at least 50% of the scheduled days during the times posted on the class schedule. There will be no remote or online access for the in-person meeting times. On days when class is not meeting in person, students will access course materials via Cougar Courses at the time of their own choosing but may be given deadlines for access and due dates for online assignments.
- **In-Person and Synchronous Online:** The class will have both in-person and online components. Students and the instructor will meet physically in person at least 50% of the scheduled days during the times posted on the class schedule. On days not meeting in person, students and the instructor will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule.

Online Instruction Formats:

- **Primarily Online Instruction with Select In-Person Dates:** Students will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams. Students and the instructor will also have a few in-person meetings; the dates and times will be listed on the class schedule. Courses are in this group and NOT considered Hybrid if they are meeting physically in person less than 50% of the scheduled days during the times posted on the class schedule.
- **Online Asynchronous Instruction:** The class instructional materials will be online, accessed via Cougar Courses. Students will have deadlines for accessing the online content and due dates for online assignments but will NOT meet online as a class at a scheduled day and time.
- **Online Synchronous Instruction:** Students and the instructor will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule.
- **Online Asynchronous & Synchronous Instruction:** Students and the instructor will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule. Students will also access class instructional materials online, via Cougar Courses, with deadlines for access and due dates for online assignments.