

Oversight of Online Courses

- I. All online courses offered at the University of Evansville are expected to adhere to best practices for distance education and to all requirements set forth by the US Department and Education and the Higher Learning Commission. Specifically, this means the following:
 - A. Instructors in online courses must meet the minimum faculty standards for classroom instruction at the University of Evansville, which will normally mean either a terminal degree or a Master's degree in the field of instruction or a Master's degree in another field with at least 18 hours of graduate credit in the area of instruction.
 - B. Online courses should feature regular and substantive interaction between students and faculty in either synchronous formats. Faculty members should regularly initiate interaction with students, and students should frequently interact with faculty members on academic matters.
 - C. All course communication should go through either an official UE e-mail account or a university-managed course management system.
 - D. Students in online courses should have access to the same advising, tutoring, counselling, and support services that all UE students are eligible for. Information in course syllabi or course sites should clearly instruct students how to access these services.

- II. To ensure the quality of online education at the University of Evansville, each new online course must be approved by the Distance Learning Steering Committee in addition to securing normal curricular approvals.
 - A. The Distance Learning Steering Committee will be chaired by the Adult Education Instructional Technologist and will consist of the following members
 - The Director of Adult Education
 - The Director of Education and Assessment
 - The Registrar or delegate
 - The EVPAA or delegate
 - The Library Director or delegate
 - One member of the Deans Council
 - Up to four faculty members selected by the faculty at large
 - The Director of the Office of Technology Services

 - B. The Distance Learning Steering Committee must approve all new online courses being offered for the first time, all online courses that have undergone substantial changes since the last time they were offered, and all online courses being offered by instructor's for the first time.

- C. The purpose of the committee is to ensure compliance with university policies for online courses and not to approve courses for inclusion in the general education curriculum or in specific courses of study.