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 different semesters.

The faculty members are the domain experts, CCSE relies upon faculty to develop the online and hybrid courses. This policy helps to ensure that the courses are available for our students and the courses meet May u
wish to develop online courses.

Developing and offering online courses is part of departmental strategic plans. As such, faculty, department chairs and directors should work proactively to determine which courses are to be developed. Consequently, once approved, developed courses must be taught online within the next 12 months.

All courses offered in the college should be held to the same standard regardless of the mode of

The faculty member developing the course must have experience in teaching online courses or complete the Online Course Facilitation Program https://dli.kennesaw.edu/services/pd/ocfp.php. The faculty member preferably should complete the Online Course Design Workshop https://dli.kennesaw.edu/services/pd/ocd.php before the development of the first online/hybrid synchronous or asynchronous course.

If the course is new, it must have GPCC or UPCC approval prior to development. Only full-time permanent faculty can develop online and hybrid courses. All online and hybrid courses must meet or exceed the review standards outlined in the CCSE Online/Hybrid Review Rubric before they are scheduled to be offered.

The department chair or director acts as a content expert to ensure the course meets the learning outcomes, accessibility standards, and content expectations of the department/school. The subject matter expert (SME) acts as a content expert to ensure that the course is appropriate for the discipline