



California University of Pennsylvania

UNDERGRADUATE POLICY: Teaching Online Courses

A. Purpose & Scope

To describe the requirements to qualify faculty for teaching online undergraduate courses

B. Definition(s)

LMS –Learning Management System

C. Policy

Any faculty member who will be teaching an online undergraduate course for the first time at California University must successfully complete the PASSHE/Cal U five-week comprehensive online course prior to the first day of scheduled instruction for the semester or term of the online teaching. The course; “Teaching Online Certification”, is designed around the Quality Matters rubric and covers learning objectives, assessment and measurement, instructional materials, learner interaction and engagement, and course technology.

When the five-week course is not available at time of appointment, as an alternative, faculty shall take the Cal U self-paced LMS tutorial for temporary approval before teaching an online course. Faculty who complete the alternative self-paced LMS tutorial will automatically be enrolled in the next offered five-week comprehensive online course, which must be completed prior to the second online teaching term.

Faculty members who have online teaching experience and have demonstrated quality online course design prior to the first time teaching an online course at California University of Pennsylvania, may be granted an exception to the “Teaching Online Certification” requirement by the Provost with a recommendation by the Department Chair and Dean.

D. Procedure(s)

1. When a department proposes to assign a regular or temporary faculty member to teach an online undergraduate course for the first time, the Department Chair will notify the Registrar and the Learning Management System Administrator in the Teaching and Learning Center.
2. Faculty will be enrolled in the approved training by the Learning Management System Administrator in the Teaching and Learning Center.
3. When a faculty member successfully completes the training, the Teaching and Learning Center will provide verification to the Registrar.
4. Faculty will only be permitted to teach an online course if they have successfully completed the appropriate training or received an exception as stated in Section C above.
5. The Registrar’s Office will maintain the official list of faculty who are certified for teaching online courses.

E. Effective Date: Summer 2007

Updated Date: February 2015