Web-Based Curriculum Committee (WebCom)
English Department Policies and Procedures for Developing/Teaching Online/hybrid Courses

To teach an online/hybrid course, English faculty follow these policies and procedures. Relevant forms are available on the link on the English Department homepage titled For Faculty Teaching Online in the English Department. Please begin this process by indicating your intent to teach a course online/hybrid to the committee chair. You may do so by submitting this form (linked here to the same web page above.)

POLICIES

A. Developing new online/hybrid courses

1. To be taught online/hybrid, a course must be approved for online/hybrid delivery by the Department Chair, the appropriate Curriculum Committee (Upper, Lower, Graduate), the WebCom, and the Continuing Education Department of the University College. The approval process must be completed before an English course can be requested for scheduling as an online/hybrid offering (see Policies B. 1-5 below).

B. Policies related to new online/hybrid faculty

1. To teach online/hybrid courses, a faculty member must meet the University College Guidelines for online/hybrid teaching available at the Faculty Services link on the Distance Education and Nontraditional Programs of the University College webpage, including experience with MTSU’s course management system (CMS), Desire2Learn (D2L). (See the section entitled “Course Instruction and Best Practices.”)

2. To develop an online/hybrid course, a faculty member must work with a mentor/evaluator assigned by WebCom.

Note: The Committee assigns a mentor/evaluator from its membership once a faculty member contacts the chair of the Committee to express an interest in developing an online/hybrid course.

3. To teach an online/hybrid course, a faculty member must teach the course in a web-assisted format using the current CMS for at least one semester prior to teaching it online/hybrid.

Note: This criterion may be waived by the committee for faculty with experience teaching the course online/hybrid at another institution.

4. To teach an online/hybrid course, a faculty member must successfully complete WebCom’s review process.

5. An online/hybrid course will be observed by a mentor/evaluator assigned by WebCom during the first semester it is taught.
After completion of these five steps and approval by the WebCom, the faculty member will be added to the Qualified Faculty List, and the addition will be shared with Department Chair, appropriate Director, and Scheduler.

C. Policies related to approved online/hybrid faculty and approved online/hybrid courses

1. Instructors desiring to teach online courses are eligible to teach only the courses they normally teach in traditional delivery format.

2. Approved faculty (see policies in part B above) wishing to teach an already approved online/hybrid course contacts the WebCom Chair to learn who the Lead Designer is, if any.

3. The Webcom Chair notifies the Lead Designer, if any, of the request, at which time the lead instructor makes the approved course shell available to the instructor who wants to teach the course online, and assists the instructor in modifying content and materials, though not basic requirements for Continuing Ed. and WebCom courses, following the Lead Designer Responsibilities developed by Continuing Ed.

4. Already approved online instructors may request a mentor/evaluator from WebCom’s membership by contacting the committee chair.

5. If there is no designated Lead Designer, the instructor must design the course, following the procedures above.

Course Approval Procedure

1. Submit a completed Online/hybrid Course Proposal Form (available at http://www.mtsu.edu/english/Web/Englishonline.php)

   a. When requesting to teach a course which has not yet received departmental approval to be taught online/hybrid, follow the steps below:

      i. Complete the Course Development Form for the Lower, Upper, Graduate Committee, as appropriate (submit only Part III “Online/Hybrid Course Proposal Form” for courses already in the catalog; submit Parts I-III for newly proposed courses),

      ii. Secure course approval by the Lower, Upper, or Graduate Committee, as appropriate. (Note: These committees will forward Part III of the proposal to WebCom following its approval.)

   b. When requesting to teach a course which has received departmental approval to be taught online/hybrid:
i. Submit only Part III (Online/Hybrid Course Proposal Form) to the WebCom chair.

   Note: The following courses are already approved to be taught as online/hybrid:
   ENGL 1010, ENGL 1020, ENGL 2030 (Themes in Literature and Culture), ENGL 2030, ENGL 3230, ENGL 3410, ENGL 3620, ENGL 4510/5510.

2. WebCom assigns a mentor/evaluator to:

   a. Assist and evaluate with course development until course receives WebCom approval
      (See Online/hybrid Course Development Form available at English Online/Hybrid for details regarding this process.)

   b. Observe the course during the first semester of online/hybrid instruction (see
      Online/Hybrid Course Delivery Review Form available at English Online/Hybrid).

DEADLINES
Faculty working on online/hybrid course development make course available to WebCom for review by the following deadlines:

   September 1 (for course to be scheduled the following fall)
   February 1 (for course to be scheduled the following spring)
   March 15 (for course to be scheduled two summers later)

   Note: The committee does not review courses during the summer semester.