

Effective Date	6/06/2024
Policy Number	ACA-PL-105
Sponsor	Vice President of Academic Affairs & Provost
Responsible Office	Online Learning
Next Review Date	6/06/2029

## I. REASON FOR POLICY

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The reason for this policy is to establish authority for the classification and oversight of the online mode of instruction for official university courses at the State University of New York at Fredonia.

## II. POLICY STATEMENT

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Online Learning at Fredonia serves as an extension of the campus, providing high-quality online educational opportunities and support within an accessible, flexible learning community in order to meet the needs of today’s diverse and motivated students. Online Learning oversees the following three items related to the preparation and approval of online instructors and courses:

- Instructor Preparation
  - Learning Management System (LMS) training
  - Online pedagogy instruction
- Course Preparation
  - Review of online courses
  - Approval of online courses

### Mode of Instruction

Course modality is determined by the Department, School/College, and Academic Affairs prior to student registration, according to any policies or procedures related to course callout. If a course modality changes after registration then students will be notified and provided with options for remaining in the course or moving to another course.

### SUNY Course Modality Definitions

SUNY defines instruction types using the following six codes:

**Code 1 – Not Online:** No direct instruction delivered online.

- Fredonia uses “Face-to-Face” to designate Code 1.

**Code 2** – Asynchronous Online: 100% of the direct instruction occurs under time delay; that is, direct instruction is recorded/stored and accessed later.

- Fredonia uses “Online” to designate Code 2.

**Code 3** – Synchronous Online: 100% of the direct instruction occurs in real time without (time) delay.

- Fredonia uses “Live Digital Instruction (LDI)” to designate Code 3.

**Code 4** – Combined Online: 100% of the direct instructed combines both Synchronous and Asynchronous type.

**Code 5** – Hybrid: Section where a portion (0.01% - 99.9%) of the direct instruction of the course section’s curricular content is delivered to the student via an online communication method and the remaining portion of the direct instruction is required to be delivered face to face.

- Fredonia uses “Hybrid” to designate Code 5.

**Code 6** – Hyflex: Combines online and face-to-face instruction simultaneously into one single course section. Students are able to participate in class in different ways: as a synchronous distance learner (via real-time, video streaming); as an asynchronous distance learner (accessing materials, recorded lectures, and responding at a later time); as a face-to-face learner (physically present in the classroom); or as a flexible learner (with a degree of choice as to how they participate each week; sometimes face-to-face, sometimes by streaming class sessions, etc.).

Codes 2, 3, and 4 are considered online types.

### **Quality Assurance in Modality**

Online courses, as with all course modalities, will be designed using campus and department policies and procedures for the development and review of learning objectives and outcomes, as well as the use of appropriate assessment methods.

All online courses will follow the requirements of accreditation bodies such as, the Middle States Commission on Higher Education, NC-SARA (the National Council for State Authorization Reciprocity Agreements), SUNY, and other accrediting bodies that impact individual courses and programs.

## Online Instructor Preparation

Developing and teaching an online course takes considerable planning and is a time-intensive process. The developing instructor must complete Fredonia’s LMS training and Fredonia’s pedagogical training prior to the course review.

- Complete training for usage of the LMS
- Complete online pedagogical training

## Online Course Preparation and Review

After an instructor has completed the online instructor preparation process, built the Course Information area, first three modules, and the corresponding gradebook, a course can begin the online course review process. The online course review process is a joint effort between the developing instructor and the Online Learning Office. The review process is a revision process, using the SUNY OSCQR rubric, and requires a back and forth between the developing instructor and Online Learning. The review process for each course must be fully completed two weeks prior to the posted start date of the online course along with the completed course build.

- Build out of initial content in the LMS to begin the review process
- Full review completed two weeks prior to the posted start date of the course
- Complete course build two weeks prior to the start of the course

## III. RELATED DOCUMENTS, FORMS AND TOOLS

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[SUNY Online Learning Definitions](#)

## IV. DEFINITIONS

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TERM	DEFINITION
LMS	Learning Management System
OSCQR	The Office of Student Creative Activity and Research at SUNY Fredonia

## V. CONTACT & ENFORCEMENT

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<b>ROLE</b>	<b>CONTACT</b>	<b>PHONE</b>	<b>EMAIL - Website</b>
Responsible Office	Provost's Office	(716) 673-3335	<a href="mailto:provost@fredonia.edu">provost@fredonia.edu</a>
Enforcement	Online Learning	(716) 673-3649	<a href="mailto:oll@fredonia.edu">oll@fredonia.edu</a>
Policy	University Policy Office	(716) 673-4828	<a href="mailto:policy@fredonia.edu">policy@fredonia.edu</a> <a href="http://policy.fredonia.edu">policy.fredonia.edu</a>