

# BEMIDJI STATE UNIVERSITY

## Online Course Policy

Bemidji State University proposes the following Online Course Policy to help facilitate the delivery of fully online, web-enhanced, and web-supplemented courses at the University.

### *Definitions*

For purposes of this agreement the following definitions apply:

Online course (03 media code) - An online course is defined as a course “where the delivery method is entirely or predominantly online.” For the purpose of this definition, predominantly means “all, or nearly all, course activity occurs in an online environment.” In order for a course to be coded as an online course “only one to two activities may occur face-to-face in a classroom, with the maximum being two activities.”<sup>1</sup>

Web-enhanced course (09 media code) - A web-enhanced course is defined as a course which meets regularly at a location specific site and utilizes the web to provide access to online instructional materials, but is offered with some reduction in seat-time not to exceed the equivalent of one class session per week.

Web-supplemented course (10 media code) - A web-supplemented course is defined as a course that meets regularly at a location specific site and utilizes the web for supplemental course instructional activities with no reduction in seat-time.

### *Guidelines for Faculty*

#### **1. Online Courses (03 media code)**

- a. Taught as part of load or overload or at the miscellaneous course rate of \$65 per credit, per student
  - i. An online course may be taught by a faculty member as **part of his/her regular teaching load** with approval from the sponsoring academic department and dean, and if the online course is offered as part of a department’s approved online program.
  - ii. An online course may be taught by a faculty member as **overload** as determined by the sponsoring academic department, dean, and after consultation with the Center for Extended Learning.
  - iii. An online course may be taught by a faculty member **at the miscellaneous course rate of \$65 per credit, per student** as determined by the sponsoring academic department, dean, and after consultation with the Center for Extended Learning.
- b. Online courses are administered through the Center for Extended Learning.
- c. An online course offering should be identified prior to the publication deadline of the printed course schedule to ensure that students receive proper notification that Internet access is required.

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<sup>1</sup> Minnesota Online, Course Media Code Setup

- d. Online courses must be coded as 03 in ISRS to ensure the creation of a course shell in Desire 2Learn.

**2. Web-enhanced Courses – reduced seat time (09 media code)**

- a. A web-enhanced course may be taught by a faculty member **as part of his/her regular teaching load or overload** with approval from the sponsoring academic department and dean.
- b. Web-enhanced courses are administered by the sponsoring academic department.
- c. A web-enhanced course should be identified prior to the publication deadline for the printed course schedule so that students can be notified that (1) Internet access is required for the course and (2) the required face-to-face meeting time may be reduced.
- d. Web-enhanced courses must be coded as 09 in ISRS if the course requires the creation of a course shell in Desire2Learn.

**3. Web-supplemented Courses – no reduction in seat time (10 media code)**

- a. A web-supplemented course may be taught as part of a **faculty member's regular teaching load or overload**.
- b. Web-supplemented courses are administered by the sponsoring academic department.
- c. A web-enhanced course should be identified prior to the publication deadline for the printed course schedule so that students can be notified that Internet access is required for the course.
- d. Web-supplemented courses should be coded as 10 in ISRS for record-keeping purposes. **NOTE:** The Online Course Request form for Desire2Learn course shells should be submitted as soon as possible directly to eLearning Support (via email or campus mail).