Utah Tech University Policy

601: Course Management and Instruction

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I. Purpose

1.1   To establish standards and procedures for undergraduate and graduate courses regarding course development, delivery, instruction, evaluation, and management.

II. Scope

2.1   All undergraduate and graduate for-credit courses and the faculty instructing those courses.

III. Definitions

3.1   **Course:** A set of instructional activities and learning outcomes delivered and supervised by faculty and offered through the Division of Academic Affairs.

   3.1.1   **For-credit Course:** A course taken for academic credit delivered and supervised by a faculty member and an academic college.

   3.1.2   **Not-for-credit Course:** A course taken for non-academic credit, which may be delivered and supervised by an academic college or unit within the Division of Academic Affairs.

3.2   **Course Coordinator:** A full-time faculty member responsible for administration and maintenance of a specific master course.

3.3   **Course Delivery Method:** The method by which most of the course instruction is provided.

   3.3.1   **Blended:** Teaching and learning activities are provided with a mix of

in-person and online instruction with a reduction of in-person classroom contact hours.

    3.3.2   ***Flex:*** Teaching and learning activities are provided in a flexible course structure that gives students the option of attending sessions in an in-person classroom, participating via interactive web conferencing, or alternating between both.

    3.3.3   ***In-Person:*** Teaching and learning activities are provided in a traditional classroom or other physical learning space.

    3.3.4   ***Interactive Audio/Video Conferencing (IVC):*** Teaching and learning activities are provided in-person from a designated IVC classroom and synchronously delivered to one or more receiving IVC classrooms.

    3.3.5   ***Online:*** Teaching and learning activities are provided in an online classroom or space, asynchronously, synchronously, or bichronously, with original instruction.

        3.3.5.1   ***Asynchronous:*** Course instructional materials are accessible online at any time with a set schedule of due dates.

        3.3.5.2   ***Bichronous:*** Remote learning delivered through both synchronous live streaming and asynchronous methods.

        3.3.5.3   ***Synchronous:*** Course sessions are held on a set schedule, and students virtually attend an instructor-led session on a regular basis.

3.4   ***Curriculum:*** The disciplinary content, materials, and formal and informal process by which learners gain knowledge and understanding, develop skills, and refine attitudes, appreciations, and values as part of the university experience.

3.5   ***Evening Course:*** A course that is delivered at 6:00 PM or later any given day.

3.6   ***Faculty:*** The collective body of course instructors holding full-time or part-time appointments to teach, conduct scholarship or creative or innovative activity, provide academic-related service, or any combination of assignments.

3.7   ***Master Course:*** A course that establishes minimum standards that are identical among all sections of that course.

3.8 ***Reassigned Time:*** Time that is typically dedicated to teaching responsibilities which is reallocated to focus on special projects, curriculum development, research, publishing, or other approved tasks.

3.9 ***Subject-Matter-Expert:*** An individual, internal or external to the university, with documented disciplinary expertise.

3.10 ***Weekend Course:*** A course that is delivered wholly or partially on Saturday and/or Sunday. A weekend course may begin after 6:00 PM on Friday evening.

IV. Policy

4.1 Course Development and Revisions

4.1.1 Faculty own the curriculum and have primary authority and responsibility in the approval, design, implementation, instruction, and revision of all courses related to a specific faculty member's discipline and department.

4.1.1.1 Faculty govern the approval of curriculum in collaboration with academic administration.

4.1.1.2 In accordance with Policy 160 and in keeping with longstanding academic tradition, ownership of pedagogical, scholarly, artistic and creative works, and courseware resides with the faculty creator. This includes classroom instructional materials for higher education, e.g., tests, lectures, course or lecture notes, assignments, handouts, slides, or worksheets; and works that are purely artistic or musical in nature.

4.1.1.2.1 The University retains full access, royalty-free, perpetual, and non-exclusive worldwide right to any courseware (instructional materials, learning modules, validation assignments, learning management system shell, and any other materials associated with a course not previously copyrighted) used at the institution for the following purposes:

4.1.1.2.1.1 To continue to teach the course of instruction for which the documents were prepared, with a non-exclusive right to revise and update the course materials as required for this purpose.

4.1.1.2.1.2 Sharing with new or prospective instructors to illustrate content and course learning objectives,

thus ensuring continuity of curriculum.

4.1.1.2.1.3 Archived as evidence that course learning outcomes are addressed through course content. Instructional materials may be shared with accreditors and program reviews teams.

4.1.1.2.2 When a faculty member or other University employee is compensated by the University to create courseware for a course, the courseware (course materials, learning modules, validation assignments, canvas shell, and any other materials associated with a course not previously copyrighted) may be used by the University to deliver the course to students and the community served by the University as agreed upon by a contract (See Policy 160).

4.1.1.2.2.1 Compensation for creating courseware does not relinquish a faculty member's rights to use the developed courseware within and outside the University (See Policy 160 and Policy 633).

4.1.1.2.3 Incentives for Open Education Resources is governed by Policy 620.

4.1.2 Department Chairs and/or Program Coordinators/Directors may select individual faculty members to serve as course coordinators for master courses within the faculty's area of expertise.

4.1.3 Qualified faculty are given first right of refusal in creating and designing new courses or directing the revisions of existing courses. When qualified faculty are unavailable, subject-matter experts are identified to develop or revise courses. Subject-matter experts must be approved by the Program Director/Coordinator and/or Department Chair, and Dean.

4.1.3.1 When a subject matter expert, who is not a full-time faculty member, is utilized in developing or revising a course, the Program Director/Coordinator or their faculty designee must approve the final version of the course before it is offered.

4.1.4 Faculty members are compensated, monetarily or with reassigned time, for course development and revisions when the related work is outside the faculty member's regular workload. When course development or revisions are part of the faculty member's regular

workload, no additional compensation is provided.

    4.1.4.1   Faculty are monetarily compensated according to Policy 643.

4.1.5   Minimum standards contained within all courses and represented on all course syllabi include course learning outcomes (CLOs), alignment of CLOs to program learning outcomes (PLOs), textbook or open educational resources (OERs), and assignment(s) aligned with CLOs.

4.2   Master Courses

4.2.1   Minimum standards contained within master courses and represented on each section syllabi include course learning outcomes (CLOs), alignment of CLOs to program learning outcomes (PLOs), common textbook or open educational resources (OERs), and a common assessment assignment aligned with CLOs.

    4.2.1.1   With approval from the course coordinator, different textbooks could be used for the same course within different sections.

4.2.2   Faculty members involved in the development and delivery of master courses should share the responsibility with the course coordinator for selecting and, where appropriate, presenting materials to effectively represent the disciplinary content and the academic program.

    4.2.2.1   All faculty members must consult with the course coordinator and receive approval before making adjustments to the common teaching and learning activities.

    4.2.2.2   Individual faculty members reserve the right to select, adjust, or add teaching and learning activities beyond the common teaching and learning activities, according to academic freedom outlined in Policy 633.

4.2.3   Individual programs or departments may increase the minimum standards for their courses.

4.2.4   The Master Course is formally approved at the program level with a 2/3 approval from the current voting members of the program (See Policy 631).

4.2.5   Faculty are encouraged to create master courses for all multi-section courses offered by the University.

4.2.6 Master courses shall be established for all general education courses.

4.2.7 Master courses shall be established for online courses and will include a common academic college or academic program navigation design template.

4.2.8 Master courses are stored in the academic department's account within the learning management system.

    4.2.8.1 Access to Master Courses can be granted with approval from the appropriate Department Chair, Program Director/Coordinators, or Course Coordinator.

        4.2.8.1.1 If access is approved, the request is sent to the Learning Management System Administrator.

4.3 Course Scheduling

4.3.1 Department Chairs are responsible for scheduling courses in collaboration with Program Directors/Coordinators. Faculty may be consulted throughout the scheduling process.

    4.3.1.1 Assigned instructional space is facilitated by Central Scheduling.

4.3.2 Academic departments will make appropriate efforts to provide courses at varying times, locations, and through varying delivery methods to meet the needs of students. In addition to daytime courses, varying times may include evening and weekend courses. Varying locations in addition to the Main Campus may include university education centers and other approved locations. Varying delivery methods in addition to in-person may include IVC, blended, and online options.

4.4 Course Reviews

4.4.1 All courses are reviewed regularly every seven years at minimum to coincide with our NWCCU accreditation cycle.

    4.4.1.1 Program Directors/Coordinators or Department Chairs are responsible for ensuring courses are reviewed.

    4.4.1.2 Course reviews are completed by faculty. Faculty may solicit additional reviewers as needed.

4.5   Class Instruction

    4.5.1   The Department Chair is responsible for oversight of all courses taught within their department.

        4.5.1.1   Department Chairs, in collaboration with Program Coordinators/Directors, will ensure faculty members are qualified to teach (prior experience, training, etc.) the course delivery methods assigned to courses taught by faculty members (See Policy 661).

        4.5.1.2   Department Chairs will ensure that courses are held to the same academic standards of quality, rigor, and integrity for all courses offered in the department regardless of course delivery method.

    4.5.2   Course coordinators have the responsibility to ensure content aligned with accreditation or other discipline and industry standards are taught within the academic course. This ensures standardization of course content aligned with course learning outcomes.

    4.5.3   Faculty are expected to adhere to the Standards of Conduct listed in Policy 633. These include being engaging and innovative in their approach to teaching. As the art of teaching continues to evolve with advancements in technology, meeting the needs of new students, and addressing the demands of future employers and society in general, faculty should utilize the addendums to this policy for best practices in both in-person and online learning environments (See Addenda 601a and 601b).

    4.5.4   Faculty are expected to evaluate student work and performance promptly, conscientiously, without prejudice or favoritism, and consistent with the criteria provided, including providing timely and meaningful feedback appropriate to the discipline (See Policy 633).

    4.5.5   Faculty members must verify that a student who registers for an online course is the same student who participates in and completes the course. Two or more student verification methods must be used (See Addendum 601).

4.6   Supervisor Evaluation

    4.6.1   Supervisor evaluations should recognize all course delivery methods as equally meritorious and important.

4.6.2 Full-time faculty members are evaluated according to the processes and procedures outlined in Policy 641 and Policy 642 using the supervisor evaluation rubric (See Addendum 601d).

4.6.3 Part-time Instructor Track Faculty and Part-time Clinical Instructors are evaluated annually according to the processes and procedures outlined in Policy 638 using the supervisor evaluation rubric (See Addendum 601d).

V. References

5.1 University Policy 160: Intellectual Property

5.2 University Policy 602: Undergraduate Curriculum Approval and Revision

5.3 University Policy 609: Academic Program Review

5.4 University Policy 616: Academic Curriculum Requirements

5.5 University Policy 620: Open Educational Resources

5.6 University Policy 631: Faculty Categories

5.7 University Policy 633: Faculty Rights and Responsibilities

5.8 University Policy 638: Part-Time Instructor Track Faculty

5.9 University Policy 641: Faculty Retention, Tenure, and Promotion

5.10 University Policy 642: Post-Tenure Review

5.11 University Policy 643: Faculty Supplemental Compensation

5.12 University Policy 661: Academic Structure

VI. Procedures

6.1 Course Development, Instruction, Management, and Revision

6.1.1 Faculty will follow the procedures outlined in Policy 602 and Policy 616 when proposing a new course.

6.1.1.1 Faculty will enter all requested information about the proposed course into the curriculum management software including the Registrar-approved prefix and course number, CLOs, and course description. Approvals from the Chair, Dean, and College Curriculum Committee are logged into the

platform, at which time the proposed course is submitted to the University Curriculum Committee for approval.

6.1.1.2   Upon approval from the University Curriculum Committee and acceptance by the Academic Council, faculty will be responsible for selecting, in collaboration with the Department Chair and/or Program Director/Coordinator, the course delivery method(s), followed by full course development.

6.1.1.2.1   Faculty may volunteer or be appointed by the Department Chair or Program Director/Coordinator to serve as a Course Coordinator to administer and maintain a master course.

6.1.1.2.1.1   Faculty may refuse the service opportunity of being appointed a Course Coordinator.

6.1.1.2.1.2   When a Course Coordinator is not designated, the Program Director/Coordinator or Department Chair is the default Course Coordinator.

6.1.1.2.2   Faculty are encouraged to work with Learning Designers when developing or revising courses, specifically from the Center for Teaching and Learning (CTL) and/or Utah Tech Online.

6.1.1.2.3   Compensation for course development and revision activities is based upon eligibility and requires approval.

6.1.1.2.3.1   Course development and revision requests for compensation in the form of reassigned time are negotiated with the faculty member's Department Chair and Dean.

6.1.1.2.3.2   Course development and revision requests for monetary compensation are submitted by faculty members via email to Utah Tech Online or CTL depending on the course delivery method.

6.1.1.2.3.3   Compensation for course development or revision is limited to new activities associated

with a course development or revision project agreement.

6.1.1.2.3.4 A course development and revision agreement between the faculty member and either Utah Tech Online or CTL is required in order for a faculty member to receive monetary compensation for course development or revision.

6.1.1.2.3.4.1 Priority of course development and revision requests are determined based upon (but not limited to) program development timelines, completion rates, enrollment, existing course versions, faculty availability, and development support resources.

6.1.2 Faculty will use the University supported learning management system according to University approved use standards, including instructor contact information, course requirements (Syllabus), and posting of grades, independent of course delivery type (See Policy 633).

6.1.3 Faculty are responsible for incorporating appropriate and engaging teaching and learning activities that are supported by Policy 633

6.1.3.1 Inclusive pedagogy/andragogy are encouraged, focusing on active, applied, and authentic learning that is student centered to align with the University's vision and mission.

6.1.3.2 Faculty are encouraged to seek assistance through CTL and Utah Tech Online, as needed, to enhance the course design.

6.1.3.2.1 CTL and Utah Tech Online make recommendations related to the organizational, instructional, and technological design of the course.

6.1.4 Faculty members are responsible for assessing and evaluating student work and performance in accordance with Policy 633.

6.1.4.1 Criteria for student success should be similar in rigor and comprehension across all course delivery methods.

6.1.4.2 Students enrolled in online courses are not required to ever visit university premises for any purpose or attend any

destination specific learning activity (field trips, etc.)

    6.1.4.2.1   For proctored assessments, faculty members will provide clear instruction in the syllabus for how students can arrange for and access remote proctoring. Remote proctoring may be arranged through the University Testing Center or other online proctoring platforms.

    6.1.4.2.2   When field trips or other destination-specific learning activities are required in a course that online students living locally might attend, faculty members need to provide an alternative assignment or similar student location-based opportunity for students not living locally.

6.1.5   Student verification methods for online courses must protect the privacy of student information. Personal identifiable information collected by the University may be used as the basis for identity verification.

    6.1.5.1   Any student fees associated with the verification of student identity must be approved by the fee committee and appropriate levels beyond the committee.

    6.1.5.2   Two or more student verification methods from Addendum 601c.

6.1.6   Program Directors/Coordinators, the Course Coordinator, or designee facilitate the populating of individual sections each semester/term using the master course in the department's account in the learning management system.

6.1.7   Faculty members are encouraged to review their courses every year using the best practices documents (See Addendum 601a or 601b) for guidance.

    6.1.7.1   Faculty are encouraged to seek reviews from Learning Designers or other learning professionals.

    6.1.7.2   If a course is identified as needing revising, Course Coordinators or faculty designee are responsible for directing the revisions.

    6.1.7.3   Ongoing improvements and revisions by the Course Coordinator or faculty designee are to be made in the master

course, rather than to individual course copies.

VII. Addenda

    7.1   University Policy 601a: In-Person Teaching Best Practices

    7.2   University Policy 601b: Online Teaching Best Practices

    7.3   University Policy 601c: Online Student Verification

    7.4   University Policy 601d: Supervisor Evaluation Rubric

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