

-Online Learning Policy-

- Certify Instructors
- Review Courses
- Development Stipend
- Training (Support)

Goal

The goal of this document is to create a policy that will guide the development and growth of online learning at SUNY Maritime, and help build an environment that fosters an online learning experience that matches or surpasses the traditional classroom, while meeting the evolving needs of higher education and the maritime industry.

Overview

All online course development begins and ends at the departmental level. The department will decide to offer/develop online courses and the department chair will have the final word in deciding if the online course and instructor should be certified to go live.

Instructor Certification:

Before teaching online at SUNY Maritime, faculty must become certified by taking a training course in one of the following formats:

- Choice of online course
- or face to face course (cohort)
- or one on one

Experienced online instructors can be exempted from training and certified to teach online at SUNY Maritime by submitting proof of prior certification.

Course Certification/Review:

All online courses are certified at SUNY Maritime by going through a review process. The review only looks at instructional design elements of a course and not the course content.

All courses are:

- Certified before they are taught for the first time and,
- Re-certified every 3 years.

The review process is:

- Instructor completes a self-review using rubric, and submits it to the instructional designer (ID) at least 6 weeks prior to the start of the term.
- ID completes a review and recommends changes to the instructor.
- ID checks for the changes before making a recommendation to faculty and department chair.

- Department chair decides to certify the course or to have the recommendations applied before the course is certified.

Incentives

- SUNY Maritime recognizes new approaches to teaching as important scholarly activity, and the Office of the Provost will look upon it as such in all applications for tenure and promotion.
- SUNY Maritime will offer a limited number of stipends (equal to one 3-credit course) or reduced credit load, for the development of an online courses that;
 - Meet's the school's needs.
 - Passes a course review before being taught.
 - Is the intellectual property of the instructor(s) who developed the course, but that the college retains the rights to use the course material indefinitely.

Ongoing support

- The ID is always available to assist anyone designing or re-designing an online course with the same level of support that is offered to new online instructors.
- Instructors who have completed training will always have access to the online training material to re-visit at any point.
- The office of online learning will offer professional development opportunities every semester to keep the online teaching faculty fresh and create opportunities to develop a more advanced online experience for their students.