

TTUHSC Principles of Good Practice for Online and Hybrid Courses¹

Background

The Texas Higher Education Coordinating Board (THECB) encourages the development of distance education courses and programs that enhance access to higher education across the state of Texas. To ensure the high quality of distance education across public Texas colleges and universities, the THECB endorses the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically* (March 2010), which were originally developed by the Western Cooperative for Educational Telecommunications.

Relevant Definitions

Hybrid: A course in which the majority (greater than 50% but less than 85%) of planned instruction occurs when the student and instructor(s) are not in the same place

Online: A course in which 85% or more of planned instruction occurs when the student and instructor(s) are not in the same place

Basic Assumptions

The following assumptions are central to the principles listed on the following page:

- (1) The distance education program or online/hybrid course is offered by an institution which is accredited by an accrediting body recognized by the Texas Higher Education Coordinating Board and authorized to operate in the state in which the program or course originates.
- (2) The institution's distance education programs and online/hybrid courses meet the same specialized accreditation requirements as programs and courses which are offered via traditional instructional methods.
- (3) The institution may be a single institution or a consortium of such institutions.
- (4) These principles are generally applicable to degree or certificate programs and to courses offered for academic credit.
- (5) It is the institution's responsibility to review distance education programs and online/hybrid courses and certify continued compliance with these principles.
- (6) Institutions offering distance education programs or for-credit online/hybrid courses are responsible for satisfying all in-state approval and accreditation requirements before students are enrolled.

Principles of Good Practice¹

Evaluate each online or hybrid course for which you are responsible based on the principles on the following page. If the course meets all of these principles, complete the annual certification for the course. If the course does not meet all of the principles, you may postpone certification of the course until appropriate revisions are made. Revisions must be completed before the course is taught again.

¹ Adapted from the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically*—March 2010

Principles of Good Practice¹ (cont.)

- ☐ The course is consistent with TTUHSC's mission to improve the health of people by providing high quality educational opportunities to students and health care professionals, advancing knowledge through scholarship and research, and providing patient care and service.
- ☐ The instructor is qualified to teach the content of the course and has the necessary knowledge and skills to teach the course electronically.
- ☐ In collaboration with the Office of Student Services, the instructor fulfills the faculty responsibilities outlined in *HSC OP 77.14 (Establishing Reasonable Accommodations for Students with Disabilities)*, as applicable, for students enrolled in the course.
- ☐ The course seeks to produce learning outcomes appropriate to the rigor and breadth of the related certificate or degree program.
- ☐ Academic standards for this course are the same for similar courses not delivered electronically.
- ☐ Catalogs and other printed or electronic publications provide accurate information about the nature and requirements of the course.
- ☐ The course is coherent and complete.
 - Required course materials are identified, including information on how to purchase or obtain them.
 - The course syllabus includes the expected student learning outcomes, descriptions of the lessons/modules, information about assessment methods, criteria for grade determination, a calendar of assignments, technical requirements for the course, and other policies/procedures related to the course.
 - Information about student support services and how to access those resources is provided.
- ☐ The instructor confirms that copyright provisions have been met and that permissions have been obtained, as appropriate, for all learning materials used in the course.
- ☐ Effective methods of communication promote interaction among students and/or between faculty and students. These methods may include email, synchronous/asynchronous discussions, audio conference, or interactive video.
- ☐ The instructor is available to students through email, telephone, or online office hours to answer questions and further support learning in the course. Information about instructor availability, including response times and reasonable expectations, is clearly communicated to students.
- ☐ The instructor provides constructive feedback on assignments, projects, and exams in a timely manner.
- ☐ Students are given an opportunity to evaluate the course upon completion.
- ☐ As applicable, student achievement data are compared to data in similar courses not offered electronically. Student learning should be comparable, regardless of the method of instruction.
- ☐ The instructor uses student feedback and achievement data to make necessary revisions to the course on a periodic basis.

¹ Adapted from the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically*—March 2010