

### **SOE Online and Hybrid Review Process**

In order to ensure the highest quality online learning experiences for undergraduate and graduate students in the School of Education (SOE) at SUNY Buffalo State, a review process has been developed for course sections being implemented as hybrid or 100% online delivery. This document describes the review process.

Faculty must participate in this SOE review process prior to a first offering of a hybrid or online course section in either format.<sup>1</sup> This process will insure that the instructor has the necessary level of training/experience and a course plan that will be effective in the requested format.

Once the review has been completed and the faculty training/experience and course plan are found to be adequate, the faculty member may offer the class section in the approved online or hybrid format each semester, with the continuing approval of the chair.

Faculty who teach course sections in hybrid or online formats will follow the SOE policies for all courses including providing course syllabi to the department each semester, holding office hours appropriate for the course format, and providing the students with an anonymous and documentable means to evaluate the course.

Course sections which will be taught in hybrid and/or online formats will be reviewed based on the following requirements:

#### **Hybrid Instruction**

**Hybrid:** Online course activity is mixed with classroom meetings, replacing at least 20%, but not all, required on-site meetings.

**Hybrid-Plus:** courses that are mostly online- 80%- but require a number of scheduled classroom or on-site gatherings.

1. Faculty will provide evidence of expertise in the Blackboard learning management system. For example, the faculty member completed the Blackboard Specialization Certificate or completed several professional development activities related to Blackboard/Online Teaching or has successfully implemented sections of other courses in the hybrid/online environment with a positive evaluation of the design by RITE or department faculty.
2. Faculty will submit an example course calendar indicating how many class sessions the class will meet face-to-face and the time points in a typical semester when they will take place.
3. Faculty will submit a description of the benefits of providing the course section in hybrid format, including a description of the types of course activities that will take place in online and face-to-face environments and justification for those choices.

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<sup>1</sup> Courses in the SOE that have been offered hybrid or 100% online prior to March 2017 are exempt from this review process.

**100% Online Instruction**

**Online Asynchronous:** All course activity is completed online; there are no required onsite sessions.

**Online Synchronous:** All course activity is completed online, but requires some or all scheduled interactive online sessions in which direct instruction occurs in real time, without time delay.

1. Faculty will provide evidence of expertise in the Blackboard learning management system. For example, the faculty member completed the Blackboard Specialization Certificate or completed several professional development activities related to Blackboard/Online Teaching or has successfully implemented sections of other courses in the online environment with a positive evaluation of the design by RITE or department faculty.
2. Faculty member will submit a justification for providing a section of the course in an online format. The justification should include a description of how online instruction will provide a direct benefit to students and/or how it will provide an alternative mechanism for reaching a population of students who would not be able to attend class meetings on campus.
3. Faculty member will submit an example course calendar with an outline of weekly course activities/assessments and an explanation of how each Student Learning Outcome (SLO) for the course will be met in the online format.

**Review Process:**

1. Faculty member will submit the Online/Hybrid Review Form and all necessary documents to the department chair.
2. The department chair will review required materials and complete the Online/Hybrid Review Form.