Center for Online Learning * Faculty Standards

The Center for Online Learning (COL) standards for teaching an online and/or hybrid course follow the College policies, procedures, and administrative processes similar to those for a traditional face-to-face class. Teaching an online or hybrid course at HCCC requires the same level of commitment as a traditional class offered on campus, along with additional online pedagogy, knowledge, and skills. All online and hybrid courses must have high quality content and faculty instructions as well as support and resources made available to students.

The best practices that follow below are adapted from the New Jersey Distance Education Affinity Group Best Practices, Quality Matters, Student Bill of Rights, and Middle States Commission on Higher Education standards for distance education programs.

This document provides the College's pedagogical model and expectations for teaching an effective online and hybrid course.

HCCC faculty members must complete the faculty orientation provided for online teaching as well as basic Canvas training.

All HCCC faculty members, as well as adjunct instructors, are expected to follow the best practices listed below:

1 to 2 Weeks before the Course Start Date:

- Thoroughly review the course materials as soon as they are made available
- Post a welcome announcement
- Post an introduction, brief bio, contact information and virtual office hours

During the Course:

Communications
- Have virtual office hours online and be present online/on the phone for questions from your students each week at a set time
- Check messages and emails from students & provide response within two working days
- Post a minimum of one announcement per week; keep all original announcements visible until the term ends
- Respond to every student introduction in the course's Unit 1 discussion
- Participate in, encourage and guide all discussions and activities in a *meaningful* way at least 4 different days each week in a 7-week course and 3 different days each week in 12- and 15-week courses; (mindfulness reminder: try to respond to different students each time)

- Conclude each graded discussion forum and post the conclusion as an announcement
- Do not accept any assignments through email or messaging

Grading
- Check the gradebook section of the course(s) every 48 hours
- Adhere to all COL Online Student Policies regarding discussions and assignments (policy is in the Faculty Orientation on Canvas. This includes academic dishonesty, netiquette, late assignments policies)
- Enter "zero" for the student grade if the learning activity has not been submitted at all – this is imperative for Canvas to properly calculate final grades
- Utilize the course rubric for assignments and discussions if one is provided in the course
- Create a rubric for assignments and projects if applicable
- Submit midterm grades for 15-unit online or hybrid courses
- Grade all learning activities (quizzes, content assessments, discussions and assignments) within five calendar days after the unit has been completed
- Provide qualitative feedback to students along with the numerical grade

Student Attendance
- Submit attendance in the Liberty Link Self-Service Gradebook after the seventh day of every unit – this is critical for students who have Financial Aid
- For *Hudson Online* courses, attendance for each week requires that a student submit something in the online course, such as a Discussion post, Assignment, or Quiz. Just logging in is not enough for you to be counted as attending a Hudson Online course.
- Identify at risk or absent students in the online course (if students are absent for 2 weeks in a row)
    - Send an email and message to the absent students
    - After 48 hours, if you do not hear back, submit a retention notification to counseling if the student's overall participation performance is unsatisfactory

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