



Ohio Administrative Code Rule 3357:15-13-30 E-learning.

Effective: June 7, 2021

All policies and procedures that apply to face-to-face courses apply to e-learning courses unless specifically excluded. Additionally, to prepare students for careers in our modern world, and in accordance with Stark state college's general learning outcomes (GLOs) regarding information literacy, Stark state college expects students to utilize technology in the classroom. Students may be required to use the college's learning management system (LMS), publisher-hosted system, application-specific software, and other technologies as part of their face-to-face courses. The following are specific policies that apply to e-learning:

Definitions: 1. Synchronous learning is when classes are conducted either in-person or virtually at an assigned meeting time for both the instructor and the students. 2. Asynchronous learning is when classes are conducted virtually with no assigned meeting time for the instructor and the students. Students will participate in class each week on their own schedule within a timeframe defined by the instructor and/or course calendar.

(A) E-learning courses must meet the same course objectives and core competencies as the equivalent face-to-face course.

(B) E-learning courses must meet the same quality standards as the equivalent face-to-face course.

(C) The college's standard course development process must be followed for e-learning courses. The course development agreement must be completed and approved by the department chair; dean of the division; the provost; and vice president of business, finance, and information technology before any course development is done.

(D) Web course delivery modalities are created by estarkstate and approved by the curriculum committee of the president's cabinet. The following modalities are currently in place:

(1) Web-enabled course (web 2)--Students attend class for approximately fifty per cent of the



regularly scheduled class time. Students must physically attend on the dates and times listed in the class schedule. The remaining class time is replaced with asynchronous online learning. This type of course offers the student the advantage of weekly face-to-face interaction with the instructor and classmates, while also offering the convenience of fewer visits to the college and the availability of course materials online. The course site may contain the syllabus, homework assignments, or handouts; and students may be required to utilize email, chat rooms, discussion boards, and/or web-based testing. Instructors may require proctored testing in-person at Stark state college or another testing facility or virtual proctoring using college-approved software. Web-enabled courses are identified with a w2 in the class schedule.

(2) Web-delivered course (web 3)--All classroom time is replaced with asynchronous online learning. This type of course is sometimes called an online or e-learning course. All instruction is conducted asynchronous online. Instructors may require proctored testing in-person at Stark state college or another testing facility or virtual proctoring using college-approved software. Web-delivered courses are identified with a w3 in the class schedule.

(3) Web-flex (web 4)--web 4 (w4) courses may combine diverse modalities of delivery and the use of technologies like live streaming software or other virtual learning options. Students may be required to physically attend classes and/or login to class on specific day(s) and time(s) and/or participate in asynchronous online learning. Date, time, financial, and technology requirements may vary by course. Students interested in taking a w4 course should review the course description and specific semester course attribute on mystarkstate or contact the department chair for additional details. Instructors may require proctored testing in-person at Stark state college or another instructor-approved testing facility or virtual proctoring using college-approved software. Web-flex courses are identified with a w4 in the class schedule and meet the following definitions:

- (a) W4A - All required synchronous online learning.
- (b) W4B - All synchronous online learning and on-campus attendance required.
- (c) W4C - Majority required synchronous online with some asynchronous online learning.
- (d) W4D - Majority required synchronous online with some on-campus attendance.



(e) W4E - Majority asynchronous online with a combination of on-campus attendance and/or synchronous online learning.

(f) W4F - Majority required on-campus attendance with some asynchronous online learning.

(g) W4G - Majority required on-campus attendance with some synchronous online learning.

(E) The college's approved learning management system will be used to deliver all face-to-face sections where applicable, web 2, web 3, and web 4 sections. The use of any other publisher-hosted software must be approved by the chair of the department, the director of estarkstate, and the academic dean of the division prior to the beginning of the semester to ensure compatibility with the college's approved LMS and accessibility for students.

(F) The course syllabus, which includes a master syllabus and a class syllabus, for an e-learning-delivered course will utilize the approved college course syllabus for that course with the inclusion of any e-learning-specific requirements for that course section. The course syllabus will be available to students on the first day of the class session. Students are required to satisfy the requirements outlined in the syllabus in order to take an e-learning course.

(G) Remote access to core student services including the admissions, registration, financial aid, advising, payment, tutoring, and testing processes must be provided for all fully online students.