Ohio Administrative Code

Rule 3357:15-13-30 E-learning.

Effective: January 6, 2025

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

Definitions: Synchronous learning is when classesare conducted either in-person or virtually at an assigned meeting time forboth the instructor and the students. 2. Asynchronous learning is when classesare conducted virtually with no assigned meeting time for the instructor andthe students. Students will participate in class each week on their ownschedule 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 eLearning 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) Campus-delivered course (c or l). All instruction takes place on campus with regularly scheduled

dates/times/locations. The college's approved learning management system (LMS) may be used to host course material. Students may be required to use the (LMS) for 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. Campus-delivered courses are identified with a c (or l) on the class schedule.

(2) Web-campus delivered course (w2). Instruction occurs through both on-campus meetings and asynchronous online learning. Campus meetings will take place at regularly scheduled dates/times/locations. Additional coursework is completed through asynchronous online learning. The college's approved learning management system (LMS) hosts course materials, and students will be required to use 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-campus delivered courses are identified with a w2 on the class schedule.

(3) Web-delivered course (w3). All instruction occurs through asynchronous online learning. The college's approved learning management system (LMS) hosts course materials and students will be required to use 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-delivered courses are identified with a w3 on the class schedule.

(4) Web-virtual delivered course (w4v). Instruction occurs through both synchronous virtual classes and asynchronous online learning. Virtual meetings will take place at regularly scheduled dates/times using live meeting software. Additional coursework is completed through asynchronous online learning. The college's approved learning management system (LMS) hosts course materials, and students will be required to use 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-virtual delivered courses are identified with a w4v on the class schedule.

(5) Web-campus-virtual delivered (w4x). Instruction occurs through a combination of scheduled times/places on-campus meetings, scheduled virtual meetings, and asynchronous online learning.

The college's approved learning management system (LMS) hosts course materials, and students will be required to use 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-campus-virtual delivered courses are identified with a w4x on the class schedule.

(E) The college's approved learning management system may be used to deliver all campus-delivered courses (c or l) sections where applicable. The LMS will be used to deliver all w2, w3, w4v, and w4x sections.

(F) 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, when textbook selection is finalized, to ensure compatibility with the college's approved LMS and accessibility for students.

(G) The course syllabus, which includes a master syllabus and a class syllabus, for an elearning-delivered course will utilize the approved college course syllabus for that course with the inclusion of any elearning-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 elearning course.

(H) 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.