Exhibit 6.4.i.1

Hybrid and Online Course Policies, Practice, and Procedures

Excerpts from the NEASC Self-Study Report
Standard 4 – The Academic Program
April 13, 2013

- The Center for Excellence in Learning and Teaching (CELT) offers a variety of faculty-led peer training sessions in the use of various classroom and educational technologies. CELT has been charged within the newly revised Online Policy with providing training opportunities and support to faculty.
- The online Learning course management system provided by Blackboard, as provided in the state contract for the ConnSCU system is used as a course delivery platform.
- Distance education and online learning were recently reviewed by the Senate Distance Education Committee to ensure compliance with NEASC guidelines. In 2012 a Distance Education Policy was submitted to the Senate by the Distance Education Committee.
- Online learning programs are subject to the approval of the Provost and Vice President for Academic Affairs, CUCAS and Graduate Council. WCSU adheres to the policy that all courses of the same prefix and number are equivalent, regardless of mode of delivery, online or on ground, or period of delivery. It is the responsibility of the faculty to ensure that the rigor of programs and quality of instruction are maintained within their courses.
- Assessments of student learning are equivalent to those employed in traditional instructional modalities and faculty regularly meet with Information Technology & Innovation staff to discuss assessment issues and share best practice strategies.
- Faculty members desiring to adapt a traditional course into an online course follow the Online Course Approval Process, which involves submission of a request by a faculty member, review and approval by the appropriate Dean, followed by approval by the Provost. New online courses may also be designed and offered by following regular course development policies as well as the university's online course policies.
- WCSU offers programs and courses for abbreviated or concentrated time periods during Spring and Winter Intersessions, three 5-week summer sessions, and through online learning. Such courses are designed to offer equivalent experiences to on-ground, face-to-face courses and the process and mechanisms for achieving equivalency must be described in the application process in order for faculty to offer courses through online education. Some hybrid courses, comprising regularly

scheduled classroom time with both face-to-face meetings and online learning, are offered.

- All face-to-face meetings for a hybrid course are announced prior to registration.
- The online component is delivered via the University's online course management system, currently Blackboard Learn. Hybrid courses, a mixing of electronic and at least 70% on-campus are designed to assure that all students have access to appropriate services. (For more on student preparation for taking online courses, see Appendix: Standard IV: 15.)
- Instruction in all courses, whether campus-based or online, is reviewed by the same criteria set forth in the AAUP-CBA, the Faculty Handbook and Departmental Bylaws.
- Fulltime faculty design and implement online courses offered by WCSU. Review of online courses includes evaluation of teaching effectiveness and student satisfaction.
- WCSU strives to ensure that students enrolled in distance learning courses have sufficient opportunities to interact with faculty regarding course content and related academic matters. For example, the EdD program has a Wiki where candidates can sign up for office hours. Faculty must clarify in their syllabi and course polices the nature of planned interaction, feedback timelines (like grading or email turnaround), as well as appropriate modes of communication (email, phone, fax, chat, or discussion board). Faculty must ensure clear responses to students, within a student-friendly timeframe, e.g., 24 hours. Complete and detailed feedback is provided via the discussion board, individual email, or other appropriate means. Learning outcomes are appropriate to the rigor and breadth of degree or certificate program.
- Certificate programs are approved through the governance process and are held to the same standards as other academic programs. WCSU offers a limited number of certificates based on online courses offered for credit, and the level of academic quality of these are consistent with the degree programs. For example, the new online Applied Behavior analysis has been approved by the Behavior Analyst Certification Board®, Inc.