

**POLICY ON ONLINE AND HYBRID INSTRUCTION
(Online Policy)**

(This policy supersedes Policy Statement 03-11.)

This policy statement was recommended by the Academic Senate on January 30, 2020,
and approved by the President on February 4, 2020.

1 INTRODUCTION

The purpose of this policy is to ensure continuity in delivering high-quality education across all courses and programs using online or hybrid modes of instruction at California State University, Long Beach

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ronous and asynchronous instruction.

3 CURRICULUM

Responsibility for intellectual content of the curriculum and its constituent courses in all modes of instruction resides with the faculty—as individual instructors and as members of department and college committees, the several faculty Councils, and the Academic Senate.

3.1 Course Syllabi and Standard Course Outlines: Syllabi and standard course outlines for online and hybrid courses must conform to CSULB policy 11-07

; syllabi must indicate the mode of instruction for each class section. The mode(s) of instruction listed in the SCO must be approved through curriculum approval processes of the department and college.

3.2 Class Scheduling: Students must be notified before instruction begins about any hardware, software, or internet access requirements for participation in online learning activities, and whether such activities will be synchronous or asynchronous. Online or hybrid courses that require synchronous activities must be scheduled in compliance with CSULB policy 17-07

to minimize conflicts in student schedules; meeting times must be indicated in the CSULB Schedule of Classes. The mode of instruction for each class must be published on the schedule of classes prior to student registration.

- 3.3 Faculty Office Hours: Faculty office hours associated with online and hybrid courses must be in a format appropriate to the mode of instruction and scheduled in compliance with CSULB policy 14-15
- 3.4 Course Enrollment Limits: As with face-to-face courses, enrollment limits for online and hybrid

, and 12-02
policies.

or future revised versions of those

5 INTELLECTUAL PROPERTY

Faculty have the same control and ownership of instructional materials produced for an online or hybrid course that they have with respect to face-to-face courses at the time of production, during use, and thereafter, in accordance with provisions of the CSU/California Faculty Association (CFA) Collective Bargaining Agreement and relevant CSULB policies regarding intellectual property.

6 COURSE EVALUATION

Courses must be evaluated by students in a format appropriate to the mode of instruction and in accordance with CSULB policy 12-02 . Analyses of student course evaluations are expected to contribute to strategies for course improvements. Evaluation of faculty teaching with respect to personnel decisions must recognize the equal validity of all modes of instruction.

EFFECTIVE: Immediately