

College Operating Procedures (COP)



Procedure Title: The Division of Teaching Innovation, Faculty Development, and Online Learning: General Course Operating Procedures
Procedure Number: 03-0805
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 09/19/14

Purpose Statement: The Division of Teaching Innovation, Faculty Development, and Online Learning (TIFDOL) provides programs and services that empower instructors, students, and staff members to use technology to enhance teaching and learning at the college.

Guidelines:

Semester Start Procedures: Teaching in the online and blended environments requires timely, clear, and effective communication from instructors. Instructors must be proactive in providing information on course requirements and expectations in order for students to plan for and to succeed in an online course.

1. Instructors agree to satisfy the following requirements on or before the course start date:
 - a. Provide a complete syllabus using the college's most current Common Course Syllabus and meet all the criteria as listed in TIFDOL's Guidelines for Course Syllabi and Attendance Verification. This syllabus shall also be uploaded to TIFDOL's course search website.
 - b. Provide a course introduction featuring the course instructor which, at a minimum, covers the topics as outlined in TIFDOL's Guidelines for Course Introductions.
 - c. Provide the instructor's biographical information including a reasonably current photo. Similar information shall also be uploaded to TIFDOL's course search website.
2. Instructors agree to complete all of the following requirements:
 - a. A completed Proctored Exam Form for each proctored exam (if applicable) shall be submitted to the Testing Center within one (1) week of the course start date.
 - b. Attendance Verification must be completed by the date listed on the Official College Calendar in accordance with the policy set forth in the course syllabus and adhering to TIFDOL's Guidelines for Course Syllabi and Attendance Verification.

Course Procedures: Instructors must provide timely feedback in order to address student questions, concerns, and to keep students apprised on their progress in the course.

1. Instructors shall respond to all student inquiries according with TIFDOL's Guidelines for Course Communication and Grading.

2. Instructors shall provide timely grading. Grades shall be posted in accordance with TIFDOL's Guidelines for Course Communication and Grading.
3. Instructors shall maintain a presence in their course in accordance with TIFDOL's Guidelines for Course Communication and Grading.

Course Closing Procedures: Students taking online courses expect and deserve timely grade reporting.

1. Following the conclusion of a course, instructors shall post grades no later than the date and time listed on the college's Official College Calendar and in accordance with TIFDOL's Guidelines for Final Grade Submission and Course Conclusion.
2. At the end of a term, instructors may be required to have further correspondence with students in accordance with TIFDOL's Guidelines for Final Grade Submission and Course Conclusion.