

December, 2024

TO: Dr. Margaret Ervin  
Chapter President  
West Chester APSCUF

Dr. Laurie Bernotsky  
President  
West Chester University

FROM: *Nadene L'Amoreaux* ~~MRD~~  
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Nadene L'Amoreaux  
Spokesperson,  
State Meet and Discuss, APSCUF

\_\_\_\_\_  
Brian A. Mbuu  
Assistant Vice Chancellor  
for Labor Relations PA  
State System of Higher  
Education

Date 12/9/2024

Date 12/13/2024

This memorandum acknowledges that the Distance Education Policy of the Curriculum and Academic Policies Council have been reviewed by State Meet and Discuss.

Attachment

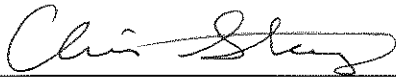
cc: Pennsylvania State System Meet and Discuss Team  
APSCUF State Meet and Discuss Team

December 3, 2024

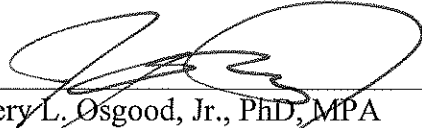
TO: Mary Rita DuVall  
APSCUF

Brian A. Mbuu  
PA State System of Higher Education

FROM:



Dr. Chris Stangl  
Chair, WCU Meet and Discuss



Jeffery L. Osgood, Jr., PhD, MPA  
Executive Vice President and Provost (Interim)

Date: 12/3/24

Date: 12-3-24

RE: Distance Education Policy of the Curriculum and Academic Policies Council

This memorandum acknowledges that the Distance Education Policy of the Curriculum and Academic Policies Council has been approved at West Chester University Meet and Discuss.

Attachment

## WCU Distance Education Approval Process and Procedures

WCU's Curriculum and Academic Policies Council (CAPC) and the Provost must approve a proposal for distance instruction before the course is taught. Faculty seeking to offer courses in any of the distance modalities described below must seek approval through CAPC. In submitting a course for a distance education (DE) method of delivery, the department must certify that the instructor assigned to teach the DE course meets or will meet the requirements outlined in the 'Training of New and Experienced Distance Education Faculty Policy' before the start of the term in which the course is offered. Courses carrying attributes (e.g., Interdisciplinary, Diverse Communities, Ethics, Distributive Area, Culture Cluster, or Writing/Speaking Emphasis) as well as the DE designation must also be approved by the relevant CAPC subcommittee(s). Criteria for obtaining a course attribute designation can be obtained from CAPC.

### Process for Distance Education Approval

A proposal to offer a course via DE will be submitted via the Course Inventory Management (CIM) system: <https://nextcatalog.wcupa.edu/courseadmin/>.

In CIM, preparers will have 4 options to define the maximum percentage of the course that will be delivered via distance:

- In Person: Face-to-face instruction at scheduled times and in a scheduled room; may include up to 25% of instruction via distance, which may be synchronous or asynchronous.
- Blended: Combination of in person and between 30-79% of instruction via distance, which may be synchronous or asynchronous.
- Distance Majority: Combination of in person (1-19%) and between 80-99% of instruction via distance, which may be synchronous or asynchronous.
- Distance Full: Fully remote (100% distance), which may be synchronous or asynchronous.

The approved method of delivery indicates the highest allowable percentage of distance instruction; however, a course approved at a particular level of distance instruction can be taught at a lower percentage. For example, a course approved as blended may be taught in person or in blended format, but not in Distance Majority or Distance Full. A course approved to be taught 100% distance can be taught via in-person, blended, or distance majority formats.

Departments are asked to indicate the frequency of DE delivery on the CIM proposal. Namely, faculty will be asked which of the following apply to the course:

- Permanently replace in-person delivery for existing course
- Regularly offered in both distance and in-person delivery
- Distance education only (created as a DE course, will not be offered in person)
- Single section taught in multiple simultaneous modalities<sup>1</sup>

### Existing individual course(s) (30-day timeline)

In order to meet the requirements of the CBA, if the desired action is approval of the distance education designation for a course already in the database, the proposal must be submitted to CAPC no later than 30 school days before the next scheduled CAPC assembly. The CAPC Assembly and relevant subcommittees will approve/disapprove the distance education designation for the course

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<sup>1</sup> This designation is required for the following modalities defined in the APSCUF CBA: multi-classroom synchronous, simultaneous modalities, and hyflex.

## WCU Distance Education Approval Process and Procedures

within 30 school days of submission. The 30-day approval process will not be in effect over the summer session or in between semesters. Proposals that have to be returned for resubmission will restart the 30-day clock upon resubmission. The requirements for submitting a proposal to add the distance education designation to existing courses are the same as those listed above under those for new courses.

### Course Section Scheduling

Once approved, the course will be available in the CourseLeaf Section Scheduler (CLSS) with the following modality options, as applicable:

- In Person (0-25% distance)
- Blended (30-79% distance)
- Distance Majority (80-99% distance)
- Distance Synchronous (100% distance, 1-100% synchronicity)
- Distance Asynchronous (100% distance, 0% synchronicity)
- Multi-classroom synchronous<sup>2</sup>
- Simultaneous modalities<sup>2</sup>
- Hyflex<sup>2</sup>

Modes of Instruction (APSCUF CBA 41.B.2)	Implementation at WCU	
	In CIM (for review and approval)	In CLSS (for building class sections)
Face-to-face	In Person (0-25%)	In Person
Synchronous distance education <sup>3</sup>	Distance Full (100%)	Distance Synchronous (100%)
Multi-classroom synchronous	Distance Full (100%) & Single section taught in multiple simultaneous modalities	In Person and Distance Synchronous
Asynchronous distance education	Distance Full (100%)	Distance Asynchronous
Blended/hybrid	Blended (30-79%)	Blended
Simultaneous modalities	Distance Full (100%) & Single section taught in multiple simultaneous modalities	In Person and Distance Synchronous
Hyflex	Distance Full (100%) & Single section taught in multiple simultaneous modalities	In Person and Distance Synchronous
Mixed remote <sup>3</sup>	Distance Full (100%)	Distance Synchronous (1-100%)

<sup>2</sup> Courses to be offered in these modalities must be approved to be taught in multiple simultaneous modalities.

<sup>3</sup> Both "synchronous distance education" and "mixed remote" would use the Distance Synchronous option, where the former is 100% distance and the latter is any percentage chosen by the department.

## WCU Distance Education Approval Process and Procedures

### Syllabus

Faculty and departments are expected to ensure that DE courses meets expectations in the following five areas, and that this information is clearly conveyed via the course syllabus. The syllabus for a distance education course must include statements to address all of the following:

A. *Delivery and Format*

1. How the course will be delivered and administered (i.e., with a secure login using a West Chester University provided application).
2. The method of delivery (what percentage of the course will be offered via distance) and what percentage of the distance component is synchronous and/or asynchronous.

B. *Communication*

1. A clear statement on how and when online office hours are conducted and ways in which instructor(s) may be contacted.
2. A schedule of class activities, including due dates for all course activities and, if applicable, a schedule of when students must be in attendance for traditional in-class instruction or for synchronous distance instruction.

C. *Instruction and Assessment*

1. A method for communicating expectations for participation in online discussions, email, and other forms of communication.
2. An explanation of activities that encourage student participation and engagement (including student-student and student-faculty interaction) through appropriate learning activities that are linked to the course Student Learning Outcomes. Explanations must also be aligned with substantive interaction and regular interaction as defined by the Middle States Commission on Higher Education and outlined under the Background section of this policy<sup>4</sup>.
3. Assessment/evaluation methods for measuring course objectives via the distance education format.
4. Method for ensuring the integrity of evaluation methods, including information about proctored exams, if relevant.

D. *Preparation and Technical Requirements*

1. The minimum level of background knowledge and academic skills needed for success.
2. The minimum technical skills needed for students to be successful (e.g., students can open/save/edit Word/PowerPoint/Excel/ PDF; students can upload/download documents to D2L, view video files; navigate D2L tools, discussions), and information directing students who lack minimum technical skills to WCU's training resources.
3. Required hardware (e.g., device type, webcam, headset, microphone, bandwidth) and software (e.g., version of operating system, word processing software).

E. *Resources and Accessibility*

1. Clear instructions for students to access and utilize academic support services, technical services, and student support services at a distance.
2. Course materials (e.g., syllabus, slides, videos, graphics, readings, assignments, learning activities, etc.) meet WCU accessibility standards.

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<sup>4</sup> See the Distance Education Course Policy