The Distant Learning Committee (Chair: Willie Brooks, Jr.; Members: Michael Lewis, Lauren McMillian & Ying Han), has made the following recommendation with regards to online class delivery.

WHAT ARE STANDARD COMPONENTS THAT A DISTANCE LEARNING SYLLABUS SHOULD CONTAIN?

* A PDF version of the syllabus should be posted in each distance learning class.
* The syllabus for distance learning classes should be available for students on the first day of instruction beginning at 12:01 am.
* The syllabus should contain the professor’s contact information (i.e. name, university address, email address and telephone number. It is strongly discourage that the professor should refrain from giving students their personal contact information (i.e. home and/cellular numbers.
* The distance learning class syllabus should correspond to the required number of contact hours designated by the USG for face-to-face classes.

SHOULD THE CLASS SIZE OF DISTANCE LEARNING CLASSES BE CAPPED BELOW STANDARD FACE-TO-FACE CLASSES?

* The cap for virtual class should not be consistent with face-to-face class. The demands for such classes are much higher in terms of workload. Thus, distance learning classes should be capped at 30 students. Perhaps, any difference in revenue between distance learning classes and face-to-face classes could be alleviated by imposing a technology/distance learning fee for online classes.
* Two and one half virtual office hour per week should be dedicated to each class. The two and one half officer hours corresponds with the equivalent required officer hours for the standard four course load. During this time, the professor is available for communication with each student via instant chat within the distance learning class. Chat rooms are discouraged from use by the professor as there may be sensitive matters to discuss with each student.

WHAT SHOULD BE THE STANDARD RESPONSE TIME FOR DISTANCE LEARNING PROFESSORS TO RESPOND TO STUDENTS’ INQUIRIES/EMAILS?

* Distance Learning Professors should respond to inquiries/emails received **Monday thru Thursday within 48 hours**.

WHAT SHOULD BE THE EXPECTATIONS OF STUDENTS ENROLLED IN A DISTANCE LEARNING CLASS?

Students enrolled in this course are expected to have:

* Reliable Access to the Internet
* Access to their university webmail
* Reliable computer usage and computing systems
* Experience using email and sending attachments
* Expertise in Macintosh or Windows Operating Systems, including saving and transferring files, uploading files, opening programs, and using File Manager.