I. POLICY

It is the policy of Adams State College (ASC) to use the Course Management system (WebCT) for all online, hybrid and supplemental courses. No other Course Management Systems (CMS) shall be used for fully online, and hybrid courses. Experimental CMS can be used within a department for supplemental courses only.

The current CMS is to be managed by the WebCT Administrator. A users group (A/ITC) will make recommendations to the WebCT Administrator regarding CMS matters and policies.

II. PURPOSE

The purpose of this policy is to provide guidelines for individuals or departments wanting to use a CMS other than WebCT. These guidelines will provide the procedures for implementing a CMS as an alternative or to replace the current CMS.

III. DEFINITIONS

A. Electronic Correspondence Course – Electronic correspondence courses differ from online courses in that they are not semester based; open entry and open exit are the norm. Students work independently in a self-paced format. Electronic correspondence courses are the non-print equivalent of traditional correspondence courses. Typically, they are based on a one year completion.

B. Hybrid Course – A course that is delivered in a physical classroom (face-to-face) and partially in the institution supported course management system. The Web delivered components meet the same Best Practices for Electronically Offered Degree and Certificate Programs (Higher Learning Commission) used for online courses and significantly impacts learning while reducing the amount of classroom time.

Hybrid courses have a portion of the content delivered in the institution supported course management system. This may be any percentage of time that substitutes online time for seat time. The course is semester based.

C. Online Course – A course that is delivered exclusively in the institution supported course management system where students access instructions, instructor’s office, all course materials (lectures, assignments, resources, etc.) and communicate via email, discussions, and/or chats with the instructor and other students.
Online classes have 100 percent of the content delivered through the institution supported course management system. Face-to-face meetings (such as orientation or exam reviews) are only held if they are not content based and appeared in the registration class schedule. The course is semester based.

D. Supplemental Course – A course that is delivered exclusively in a physical classroom (face-to-face) but the instructor supplements face-to-face instruction with valuable online resources supported by the institution course management system or the Web, such as a grade book, syllabus, assignment submission, library electronic reserve, etc.

Supplemental courses have 100 percent of content delivered/taught face-to-face and none (0%) of the content delivered/taught online. The course is semester based. Nielson Library uses only the institution’s approved course management system to electronically reserve materials.

IV. PROCEDURES

If any faculty or department wishes to use a course management system (CMS) for online or supplemental courses other than WebCT (Adams State College’s official course management system) the following must be met and presented to the Academic Instructional Technology Committee.

**Tier One** - Using a CMS for one or more courses as a supplemental to face-to-face classes contained within one department. (See the above definitions for supplemental, hybrid and online). The following must be described in writing and presented to AITC.

1. Tier one CMS within a department will be confined to one department and used for supplemental courses only.
2. Technical support and student/faculty helpdesk information will be provided by the developer of this CMS.
3. The template shell will openly and clearly state that this is an experimental CMS.
4. Help Desk Contact numbers and office hours will clearly be stated on the course template shell homepage or on the main welcome page.
5. The sever housing the experimental CMS should be secured according to the Adams State College Computing services policy of server security.

**Tier Two** - Using a CMS for one or more courses beyond a Supplemental environment and use for Hybrid or Online courses contained within or outside an individual department (See attached
In addition to meeting Tier one requirements, the following must also be met:

1. What domain are you looking at?
   a. In what capacity do you plan on using this CMS, i.e. synchronous, asynchronous, hybrid (supplemental instruction), Internet?
   b. If the nature of the experimental CMS is specific to your discipline explain its feature and how they differ from the current CMS.

2. Disclaimer about experimentation
   a. The welcome page and main homepage of the course template must clearly state this CMS is experimental.
   b. Helpdesk support email and phone numbers must clearly be posted on the homepage of the course template.

3. How does it compare?
   a. In what way does this CMS exceed the current CMS? Be specific.

4. Keep it limited to upper divisional courses
   a. Any experimental use of a CMS must be used for undergraduate upper division and graduate level courses only.

5. Security – The following must be met when using an experimental CMS
   a. Server Environment – Must be secured in a locked, air-conditioned computer room i.e. computing services.
   b. UPS – The server housing the CMS must be connected to a UPS.
   c. Firewall – The OS the CMS runs on must provide a secure firewall. In addition the CMS must reside behind the ASC firewall system. Server OS must be maintained with current patches to prevent hacking intrusions.

6. Helpdesk
   a. An experimental CMS must have a consistent helpdesk support with email and phone number available on the welcome and homepages.
   b. A written frequently asked questions and answers needs to be available for common questions and concerns.
   c. A training protocol (i.e. CD-ROM, and/or onsite) for Faculty and student must be available before an experimental CMS can be available.

7. Support
   a. A statement of support needs to be presented to AITC
      i. Who will support this CMS
         1. Server level
2. Software support and development
3. Administration
4. Helpdesk

b. How many years do you need to show support?
   I. Any CMS must show evidence for long-term support for the CMS software.
   i.e. How will the institutions be affected if the administrator is no longer employed by the college. Explain.

8. Backups
   a. Server backups must be made daily.
   c. Course shell backups must be made weekly.
   d. Final Semester course shells must be archives separate from server after each semester and must be available for faculty and administration retrieval.

9. Hardware requirements
   a. What hardware requirements will be needed for use with the experimental CMS

10. Registration of students
    a. Students will not register themselves for courses. The administrator is required to maintain student database and register the students for all course.

11. Campus wide consideration of CMS course tools.
    a. An experimental CMS preparing for consideration of acceptance, as the official CMS will have to consider all department use of course tools. An example of this would be private mail. The School of Education and Graduate Studies specifically Counselor Education requires that a CMS have a separate private mail client within the course shell. The use of a faculty’s campus email is not acceptable for in class correspondence. Therefore the CMS must have a built-in private mail.
    b. ASC’s required tools are:
       I. Syllabus
       II. Discussion Board
       III. Private mail
       IV. Calendar
       V. Chat room
       VI. Quiz tools
       VII. Gradebook
       VIII. Library resources
       IX. Assignment Drop Box

12. Funding
    a. What type of funding will be needed to maintain this CMS? Please explain
    b. Are you requesting a grant to aid in this experimental CMS? Please explain
Tier Three – If you are planning on using the Experimental CMS outside the department or in preparation as a recommendation as a replacement for the official CMS (WebCT), the following must be presented to the Academic Instructional Technology Committee. If AITC, ITPC and the presidential Cabinet accept the experimental CMS, then all courses will be maintained and supported by the Academic Instructional Technology Director (future position).

In addition to the requirements set out in Tier one and two the following must be described in writing and presented to AITC:

1. Trade Study

   a. A trade study must be conducted two years after the implementation of an experimental CMS. This trade study will include faculty and student surveys. Satisfaction surveys and evidence of 2/3s faculty support for this CMS over the current CMS is required for consideration.

   b. A cost analysis of the following must be provided:
      1. training cost for faculty, staff and students
      2. user support and hardware costs must be submitted.

   c. A transition plan must be provided with a timeline for implementation.

AUTHORITY

The Adams State College Cabinet will consider and approve the implementation of a CMS by the recommendation of the Instructional Technology Planning Committee (ITPC) and the Academic Technology Planning Committee (AITC).