FCBE Online Courses – Minimum Requirements

FCBE fully online courses <u>must</u>:

1. Meet all standards required by the UMglobal offices (central campus administration).

2. Use the FCBE course template structure (Home page branding, Getting Started, etc.)

3. Ensure that all learning content and activities for the students is accessed through the campus LMS (Learning Management System) – currently eCourseware (eLearn, D2L) – as the primary point of connection.

4. Adhere to all campus-required ADA standards. In particular, all media content for <u>newly developed online courses</u> must include closed-captioning for video content or a complete ADA-compliant transcript for audio-only media content. Course syllabi must use the FCBE accessible template.

5. Pass a quality review before use in a live semester. A final sign-off review with a "passing" assessment must take place before the course is added to Banner for enrollment.

6. Be fully-prepped for students in the live section at least 72 hours prior to the official semester in which it will be offered and students receive a "welcome" email during the week preceding the new semester.

Additional "Best Practices" for Online Course Development & Teaching

- Course content should be thorough, well organized, and intuitively designed for students to navigate.

- Provide students with a variety of activities that facilitate active engagement in the material.
  - Good examples include a mixture of readings, online discussions, self-directed analysis, or team-based projects.
  - Things to avoid include a singular teaching and assessment modality that relies primarily on objective, single-choice options (e.g., multiple choice quizzes).

- Instructors should strive to provide students with timely and thorough feedback on assessed work and questions throughout the semester.

FCBE Homepage "Branding"

Sample of Structure Standards (FCBE Template):