

18. COMMITMENTS

Prior to June 30, 2012, the University entered into construction contracts for the renovations of various facilities on campus. The University's remaining commitments under such contracts as of June 30, 2012, totaled approximately \$660,000.

College of Graduate & Extended Studies (CGES)

Online Faculty

Handbook

2012

CMU

Central Methodist

U N I V E R S I T Y

411 Central Methodist Square
Fayette, MO 65248-1198

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General Information

Central Methodist University provides a broad range of undergraduate liberal arts and professional education programs. It is co-educational, private, church-related, and its Fayette campus is largely residential. It offers degree programs at sites including but not limited to Park Hills, Union, Columbia, Sedalia, Rolla, St. Louis and Fayette. The College offers 2 year and 4 year undergraduate degrees, and graduate degrees. Select undergraduate (including dual credit) courses and graduate courses are also offered through the College of Graduate and Extended Studies (CGES) which was formed in 2004 to better serve the educational needs of students throughout Missouri.

CGES Fayette Directory

President, Dr. Marianne Inman	660-248-6221 Fax 660-248-2287
Vice President and Dean of the University, Dr. Rita Gulstad	660-248-6211 Fax 660-248-6392
<ul style="list-style-type: none"> • Sam Mason, Assistant Dean, CGES, Eastern Region • Deborah DeGan-Dixon, Assistant Dean, CGES, Western Region • Heather Weber, Assistant Dean, CGES, Adult Degree Programs • Sandra Wald, Assistant Dean, CGES, Central Region • Stephanie Brink, Assistant Dean, CGES, Online Programs 	573-518-2179 660-383-1610 314-227-4400 660-248-6378 660-248-6639 573-823-8594
• John Carter, PhD, Director of Graduate Studies	660-248-6343
• Stephanie Brink, Director of Nursing, CGES	660-248-6639 573-823-8594
• Aimee Sage, Director of Admissions, CGES	660-248-6651
• Maile Pihana, Communications Specialist, CGES	660-248-6677
• Peggy O'Connell, iSchool Coordinator	660-248-6378
• Karen Boss, Administrative Assistant, CMU iSchool (formerly "Dual Credit")	660-248-6275
• Lea Tindall, Administrative Assistant, Graduate Program	660-248-6254
• Denise Pihana, Administrative Assistant, Customer Service	660-248-6384
• Financial Aid	660-248-6894
Vice President for Finance & Administration, Julee Sherman	660-248-6203 Fax 660-248-3469
<ul style="list-style-type: none"> • CGES Cashier • Financial Assistance Counselors 	660-248-6272 660-248-6894 Fax 660-248-6288
Vice President for Advancement, Donna J. Merrell	660-248-6214
• Daytha Trimble, Development Operations	660-248-6232

• Kent Propst, Public Relations/Publications	660-248-6238
Registrar, Kay Winegard	660-248-6210 Fax 660-248-2622
• Jerri Carter, Associate Registrar, CGES	660-248-6994
• Registrar/Transcript Requests	660-248-6994

Division Chairs (2011-2012)

Business, Accounting, and Economics	Prof. Sally Hackman Prof. John Flanders	660-248-6340
Health Professions (Nursing and Athletic Training)	Prof. Megan Hess	660-248-6359
Humanities (English, Foreign Languages, Philosophy, Religion)	Dr. John Porter	660-248-6333
Music/Swinney Conservatory (Music, Theatre Arts, Art)	Dr. Barb Hamel	660-248-6318
Professional Education (Education, Physical Education, Recreation Management)	Dr. Nancy Hadfield	660-248-6633
Science, Mathematics, and Computer Science	Dr. James Gordon	660-248-6253
Social Sciences (Communication Studies, Criminal Justice, History, Political Science, Psychology, Sociology)	Dr. Brent Myer	660-248-6342

Accreditation

CMU is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

Educational Goals

The Central Methodist University experience engenders, through the academic program and opportunities for practical experiences, student growth in knowledge, personal integrity, spirituality, and professional competence. In addition, students are challenged to develop a sense of global citizenship and a commitment to the betterment of the world. Students with a CMU education are prepared to

- demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies;
- think critically and conceptually and apply their knowledge and skills to the solving of problems;
- communicate accurately and effectively through listening, speaking, and writing;
- Continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others;
- seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity;
- evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world;
- have the courage to make decisions based on considerations of ethical, aesthetic, economic, and environmental consequences; and
- commit themselves to a life exemplifying values in relationships with self, family, church, university, and community.

Distance-Delivery Approval Process

Central Methodist University (CMU) adheres to and follows all appropriate federal legislation as it relates to the gaining of approvals for distance delivery in each state. Central Methodist University filed letters with each individual state indicating possible distance delivery of education in each state and requested information regarding approval processes in the Spring of 2010. Since that date, CMU has tracked and created a spreadsheet to identify those states in which approvals are required and which states approval is not necessary. CMU currently follows the following process:

1. As each student applies or fills out a change of address form, CMU verifies that the student is not going to be residing in a state that requires approval.
2. If the state requires approval, the student is notified that CMU is unable to provide educational opportunities in that state.

As requests from other states by students occur, CMU will request approval from those states that are reasonable in both time and resources to gain approval. Other states will remain on a non-approved list.

Course Credit Hour Definitions

The semester credit hour is the unit of measure for college-credit course work. The Carnegie unit is generally the guideline used to determine credit hour worth, with one hour of credit equated to 750 minutes plus the final exam. Additional hours may be required for laboratory, clinical, internships, practicums, music performance courses in which additional instructional time is required to achieve learning objectives.

For distance learning courses (e.g., online and hybrid), the Carnegie unit is applicable in the sense that students meet the same objectives as those delivered in traditional coursework; therefore, students are expected to spend comparable amounts of time in achieving these objectives. However, because learning is difficult to quantify in terms of minutes and hours in online and hybrid courses, more emphasis is placed upon evidence of student learning. In order to earn credit hours, students must meet stated learning outcomes at a satisfactory level.

CMU will observe the following minimum time requirements for courses:

- Online courses are as rigorous as or more rigorous than on-ground courses and typically require as much as or more time to complete the course as the on-ground counterpart. Thus, students are expected to demonstrate they have met the student learning outcomes equivalent to a traditionally delivered course.
- Hybrid courses combine on-ground and online study. These courses are as rigorous as or more rigorous than completely on-ground courses and typically require as much as or more time to complete the course as the on-ground counterpart. Thus, students are expected to demonstrate they have met the student learning outcomes equivalent to a traditionally delivered course.

Course Delivery Definitions

The following definitions of educational delivery methods are based on the Sloan Consortium's (2010) course classification system. For the purposes of these definitions, synchronous is defined as class instruction and student learning occurring at the same time (for example: in the classroom at 9:00 a.m. on Monday, Wednesday, Friday); asynchronous is defined as class instruction and student learning occurring at different times (for example: viewing a recorded lecture for the first time three days after it is conducted). Please note that these definitions pertain to the delivery method not course content.

Traditional course: 0% of course content delivered online. No online technology is used. Course content is delivered in the classroom. Instructor and student interactions occur face-to-face in the classroom.

Web Facilitated: 1-29% of course content delivered online. Web-based technology is used to enhance a face-to-face course. Course materials (handouts, assignments, lecture notes, syllabi) are stored and available to students online in the Learning Management System. Instructor and student interactions occur face-to-face in the classroom.

Hybrid/Blended course: 30-79% of course content delivered online. Instructor and student interactions occur both in the classroom and online. The number of classroom meetings is reduced to a minimum of two meetings for an eight-week course and a minimum of four meetings for a sixteen-week course. All classroom meetings are synchronous.

Online course: 80+ % of course content is delivered online. Instructor and student interactions occur online through: discussion, chat, web conferencing, and other activities. Asynchronous class meetings may be conducted using Elluminate; however there is no requirement for a minimum number of meetings. Students are able to interact with one another and the instructor through the online Learning Management System.

Adjunct Instructor Requirements

Instructors shall typically have a Master's Degree that includes substantial study, usually a minimum of 18 semester hours appropriate to the academic field they are teaching. A transcript must be on file in the office of the President.

A syllabus is required to be on file each term for each class they teach.

Expectations of All CMU Instructors

The Office of the Vice President and Dean of the University expects that all online faculty will

1. teach each class for the full term of appointment;
2. report grades by the date requested by the Office of the Dean and by the Office of the Registrar;
3. submit course attendance information to respective online coordinators at the end of the first week;
4. respond to student inquiries in a timely manner (within 24 hours) and, as requested, be available to meet with students via telephone; and
5. submit an electronic syllabus for each course by email (in MS Word or PDF format) to dhimmelberg@centralmethodist.edu before the first day of classes.

Non-Discrimination Policy

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The University's educational programs, activities, financial aid, loan, and scholarship programs are made available to all qualified students without regard to race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. The University complies with all federal and state non-discrimination requirements.

Online Course Development Process

- Course development request submitted to Assistant Dean for Online Programs.
 - Vice President and Dean's approval (5 days)
 - Division Chair's approval (5 days)
 - If approved by Vice President and Dean and the Division Chair move on to step 2
- Identify and select a Course Developer
 - Recommendations taken from Division Chair. If no recommendations are made then,
 - Recommendations taken from Site Coordinators or use current adjunct faculty
- Contract issued to developer (approximately 60 days from contract to completion)
- Development (30 days)
 - Provide Developer with current syllabus, online syllabus template, online student guide, and textbook
 - Complete the following in myCMU
 - About this course (this content is required)
 - Course Description
 - Course Objectives
 - Textbook information
 - Assignments (may include)
 - Discussions
 - Papers
 - Projects
 - Exams
 - Resources and Materials (may include)
 - Handouts
 - Readings
 - Bookmarks
 - Discussion Forums
 - Discussion topics/questions for weeks 1-8
 - All course content MUST be uploaded prior to evaluation
 - Online Student Guide and Syllabus MUST be loaded in handouts and in the proper format
 - Special hardware or software considerations over and above the standard requirements required by students should be identified in the course syllabus
 - The required components identified for an online course must be administered and available through myCMU.
- Evaluation (15 days)
 - Course set-up evaluated by Course Review Specialist
 - Course content evaluated by Division Chair and faculty
 - Recommendations submitted to Course Developer
 - See evaluation form at the end of the handbook
- Revisions (15 days)

- Make corrections based on recommendations
- Final check by Course Review Specialist
- Pay developer per contract
- Course offered for instruction

Online Course Revision Process

- Course revisions will be approved by the Assistant Dean of Online Programs if:
 - A new course is taught and “adjustments” need to be made based on student feedback (there is no contract/pay for this type of revision)
 - A new textbook or textbook edition is required (contract)
 - It has been 3 years since the last revision (contract)
- The original Course Developer or current Course Instructor will be asked to complete the revision
- Contract issued to developer (approximately 60 days from contract to completion)
- Revision (30 days)
 - Provide Developer with current syllabus, online syllabus template, online student guide, and textbook
 - Complete the following in myCMU
 - About this course (this content is required)
 - Course Description
 - Course Objectives
 - Textbook information
 - Assignments (may include)
 - Discussions
 - Papers
 - Projects
 - Exams
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 - Special hardware or software considerations over and above the standard requirements required by students should be identified in the course syllabus
 - The required components identified for an online course must be administered and available through myCMU.
- Evaluation (15 days)