MEMORANDUM OF UNDERSTANDING/AGREEMENT
between
WSU Global Campus AND
______________________WSU College re:

WSU Global Campus Teaching Standards

Last update: 9/4/18

I. Purpose:

The WSU Global Campus Online teaching standards ensure a consistent, quality experience for students enrolled in any WSU fully online course.

II. Courses delivered through the Global:

- Are developed in collaboration between the faculty member and AOI instructional designers over a mutually agreed upon timeline.
- Meet Global Campus course design standards.
- Host instructional content on the WSU supported Learning Management System (LMS).
- Require students to log into the LMS through the University authentication system.
- Utilize the Global Campus course template.
- Maintain equivalent rigor and student learning outcomes and contact hours as in face-to-face courses.
- Comply with copyright and accessibility law.
- Are structured so that students need to log into the course space 2-3 times per week.
- May be reviewed by Global Campus staff to ensure copyright, ADA, Online course best practices.
  - Faculty will be notified of any course design concerns revealed through these reviews.

III. Faculty teaching a course delivered through the Global Campus should:

- Ensure the course space is ready for the start of term:
  - Fully review the assigned course space prior to the first day of the term (see Appendix A).
  - Interact with Global Campus staff via the course verification system which generates automated emails.
    - Course Verification email requests should be addressed in a timely manner, if only to let Global Campus staff know when faculty will be updating their course content.
    - Communicate any changes to text, media, proctored exams and course space content or that no changes are required.
• Faculty who have worked with an instructional designer and/or are teaching for the first time must complete the online Global Campus Orientation (one hour) the first time they teach online.

• Faculty who have not worked with an Instructional Designer to develop an online course will complete the Excellence in Online Teaching course within one calendar year following the date they are assigned to teach online. (Self-paced, asynchronous, 20-hour course) and the online Global Campus Orientation the first time they teach online. Visit the Excellence in Online Teaching course

• Meet faculty interaction requirements:
  - Engage with the students through the course with a frequency and time commitment equivalent to teaching a face to face course. Faculty should access the courses a minimum of three times per week and respond to student questions/concerns within 24 hours.
  - In accordance with Department of Education policy, to differentiate an online course from a correspondence course, faculty are required to initiate regular and substantive engagement with students at least weekly.

• Ensure that the course syllabus contains a faculty interaction policy and complies with WSU syllabus requirements.

• Interact with the students primarily through the WSU supported Learning Management System communication tools.

• Ensure their computer meets the minimum technology requirements posted on the Global Campus website.

• Be familiar and competent with technology tools employed in their online course. (AOI trainings are available for all academic tech tools.)

Dean’s Office ___________________________________________ _______________

Date

AOI ___________________________________________________ _______________

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Date