



Academic Outreach & Innovation

WASHINGTON STATE UNIVERSITY

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