Online Instructor Handbook

Distance Education Policies and Procedures

(Revised 7/20/21)

VINCENNES
UNIVERSITY
www.vinu.edu/distance

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VU Mission Statement

Vincennes University develops people and enhances communities through accessible, high-quality educational programs, strategic partnerships, and active engagement.

VU Vision Statement

Vincennes University is a premier learning institution, widely recognized for leadership in innovation and delivery of successful educational experiences. A broad range of program offerings and a commitment to superior service ensure the University's role as an important link in Indiana's economic and cultural vitality. VU is a diverse community whose members all share responsibility for supporting the University's mission and are respected for their contributions.

Vincennes University Values

- Personal growth and academic excellence for our students, faculty, and staff.
- Collaborative relationships with our stakeholders and communities.
- An environment that encourages open dialogue and cooperation.
- Continuous improvement through data-informed planning and evaluation.
- Cultural enrichment, diversity, and individual freedom.

Distance Education Mission Statement and Objectives

The mission of the Vincennes University Distance Education Department is to provide quality lifelong educational services to interested individuals located anywhere and at any time to facilitate the achievement of their education goals as they work to improve the quality of their lives and compete economically.

These educational opportunities are provided to individuals through degree programs and courses offered via the internet, by use of blended instructional methods and other emerging technologies. Courses and programs are offered in a variety of term options to meet the diverse needs of adult learners. It is the responsibility of Distance Education to connect students with superior instructors as well as provide student and instructor support. These distance education programs meet all values set forth for traditional on-campus programs.

Objectives

The Distance Education Department will:

- increase enrollment
- expand degree offerings
- expand student support services to enhance retention
- improve course quality
- expand faculty support services

Online Education Credit Hour Definition

Online (Asynchronous and Synchronous): A course administered by online instruction where the student and instructor do not meet in a physical location. The course has 'asynchronous' elements in that the student is not required to be online at a specific time of day to complete the course work. The course also has some 'synchronous' elements in that the student is required to be online at a specific time of day to complete the course work. Faculty engage students through various methods, such as but not limited to interactive tutorials, group discussions, projects, discussion boards, chat rooms, etc.

These methods help ensure that this mode of instruction is consistent in terms of quality, assessment, learning outcomes, requirements, etc. when compared to its face-to-face counterparts. Online courses have the same credit hour requirements, department prefixes, and course numbers and titles as their on-campus counterpart.

DE Staff Contact and D.E. Student Catalog

Distance Education Office
Phone: 800-880-7961
Fax: 812-888-2054
Email: disted@vinu.edu

Online Student Catalog:
https://www.vinu.edu/documents/211017/3930476/VDE+Student+Handbook+%282018-2019+Revision%29.pdf/aaa66cd2-3eed-f5cc-8baf-153fb0dfb0aa

Online Faculty Work Agreement

All online instructors will be required to sign a faculty work agreement each fiscal year. A sample of the agreement is in Module 10 of the Online Instructor Training Course.

Online Instructor Training

Online instructors are required to take the Blackboard Online Instructor Training before designing and/or teaching an online course. The training is completely online and enrollment is open. To enroll, contact the Assistant Vice President of Lifelong Learning (Shanni Simmons ssimmons@vinu.edu).

Instructor Pay

Instructors are paid $60.00 per credit hour per student. Please see the payment schedule below:

D01,D02,etc	50% paid out at midterm/50% paid out at the end of the semester
D51, D52,etc.	100% paid out at the end of the 14 week course
D41,D42,etc	100% paid out at the end of the 12 week course
D31,D32,etc	100% paid out at the end of the 10 week course
D81,D82,etc	100% paid out at the end of the 8 week course
D91,D92,etc	100% paid out at the end of the 8 week course

We never cancel DE courses even if we only have one student enrolled. Courses also run every semester. Please contact me in advance (beginning of the spring semester) if you do not plan to teach during the summer semester so I can make arrangements.

Course Development and Revision

Below are the steps for online course development and revision.

- Receive approval to develop or revise the course from the college dean and program chair.

  o Discuss the development of an online course with the dean and program chair before contacting Distance Education.

- Receive approval from the Assistant Vice President of Lifelong Learning.

  o After being approved, contact the Assistant Vice President (AVP) of Lifelong Learning. The AVP will need to determine if the course is needed and if D.E. has the budget to support the new development or revision. If it is determined that the development is needed by D.E., and that the budget can support the development, then the AVP will offer an MOU (Memorandum of Understanding- a sample of the MOU can be found in Module 10 of the Online Instructor Training Course). An instructor rubric required for course development, and a faculty work agreement will be included.

- The developer will need to take the MOU to the department chair and dean for signatures.

  o Once signed, the individual should let the AVP of Lifelong Learning know so a course creation can be requested. The CTL (Center for Teaching and Learning) will create a course from the online course template for the instructor to begin developing.

- During development or revision, the instructor will be required to do a consultation with the CTL.

  o If it is a new development, there will be a total of two consultations. The first should be at the halfway point. The second at the end of development. The consultation should be at the end before contacting the AVP to review and process payment.

  o If it is a revision development, there will be a total of one consultation. The consultation should be at the end before contacting the AVP to review and process payment.

- Another requirement is to have a colleague look over the content and then sign the MOU.

- Once the development, required consultations, and peer review are complete contact and send the MOU to the AVP of Lifelong Learning.

  o The course will then be reviewed for course design and quality by the D.E. department. The review is based on the online course rubric. (If improvement is required the instructor will be contacted. Once the instructor has completed the improvements, the instructor is required to contact the AVP to resubmit for review.)

- Once the course has passed the D.E. course review, the MOU is sent to the Assistant Provost of Curriculum for signatures.

- At the completion of all development, consultations, reviews, and signatures, the MOU is submitted to the Secretary of Extended Studies for payment.

Course Reviews

All instructors are subject to a course review. These reviews are normally done if an instructor is given an MOU to develop or revise an online course. A mandatory review is also done for instructors that have run courses for six years without a review within that time.

Course Review and Instructor Evaluation Schedule:
Year One: College of Business and Public Service
Year Two: College of Social Science, Performing Arts, and Communication
Year Three: College of Health Science and Human Performance
Year Four: College of Technology
Year Five: College of Science, Engineering, and Mathematics
Year Six: College of Humanities

A sample of the rubric is in Module 10 of the Online Instructor Training Course.

Instructor Evaluation

The Distance Education office completes instructor and syllabus evaluations routinely. Each online instructor will be required to submit a "Course Improvement" plan and survey dig reports for their respective classes each academic year. This plan is based off of student survey results the instructor receives for their respective classes in a given semester. After each instructor has submitted their respective plan for the academic year, they will be required to have a one on one meeting with the supervisor of VDE to review and receive feedback on said plan.   Additionally, each online instructor will be required to submit the course syllabus (for each course they teach) each semester so that the VDE office can ensure that all instructors are adhering to University policies regarding syllabus content and structure. Each process will be initiated by the VDE office.

Additionally, each academic college is required to complete a total review of its respective offered courses once every 6 years. When the time arises for a college to review its courses, Distance Education instructors teaching online courses that fall within that college will also be evaluated.

Online Adjunct Faculty Evaluation Process

Survey Dig Review Process

Evaluators will review Survey Dig data for each of their Instructors on a yearly basis. All online instructors will need to sign and submit their survey dig aggregate results each year to ssimmons@vinu.edu (please combine the fall and spring data into one pdf file). Once the evaluator receives the survey dig data it will be reviewed and an adjunct performance review completed. The performance review and survey dig results will be reviewed with the instructor. The instructor will be asked to sign the performance review to complete the evaluation process.

Course Improvement Review Process

If an instructor meets any of the guidelines below, a Course Improvement Plan (CIP) will also need to be completed, signed, and submitted to ssimmons@vinu.edu. If you meet any of the guidelines listed below, please submit the signed CIP with the signed Survey Dig data:

- **New Instructors**: All new Instructors must complete the CIP at the end of their first academic year of teaching or teaching assignment, as in the case of an adjunct who teaches for only one semester.
- **Consecutive University Core Low Threshold Rating on a particular Item**: If consecutive yearly Survey Dig results reflect repeat low threshold ratings in the same University Core item, an Evaluator should request that a CIP be completed.
- **3 or more University Core Low Threshold Ratings**: If an Instructor has 3 or more of the 9 University Core items fall into the Lower level ranking, a CIP must be completed, and a meeting between the Evaluator and adjunct faculty member must be arranged.
- **3 or more University Core Low Threshold Ratings for consecutive years**: If an Instructor has 3 or more of the 9 University Core items fall into the Lower level ranking for 2 consecutive years, a

CIP must be completed and a meeting between the Evaluator, adjunct faculty member and the School administrator or College Dean must be arranged.

- **Evaluator's Discretion**: An evaluator can request that a CIP be completed at any time, based on the Survey Dig results.

IN SUMMARY

All online instructors will submit:
- Survey Dig Aggregate Data (combine fall and spring into one pdf file/sign the survey)

OR

If you meet any of the criteria under the Course Improvement Plan you will need to submit:
- Survey Dig Aggregate Data (combine fall and spring into one pdf file/sign the survey)
- Course Improvement Plan (sign the plan)

Access Your Survey Dig Aggregate Data:
https://www.youtube.com/watch?v=t8LCuBtTxaM

Saving and Naming Your Files:

1. Save all documents as PDF files.

2. Use the naming convention EXACTLY as given: **Instructor Last Name, First Name_Plan for Course Improvement Plan or Survey for Survey Results**

   ex. Simmons, Shanni_Plan_2021
   ex. Simmons, Shanni_Survey_2021

3. Make sure your submissions include your signature.

NOTE: The aggregate survey dig results are the calendar year not the academic year. This year it will be **fall and spring 2021**.

Formative Evaluation

Online courses are required to have a formative evaluation process available throughout the semester. This evaluation is for instructor use only. The evaluation will help instructors determine if students are struggling and to help them improve the course.

Course Evaluation

Please be aware that Distance Education will provide a course evaluation that will be in each course. It is necessary to provide a course evaluation for each online course. Distance Education provides a survey to students on customer service and course design which will continue to be sent to students.

Assessment

Instructors will be required to participate in department and University assessment. For example assistance in writing assessment reports, collecting and analyzing data, participating in assignment pilots, etc.

Course Sections

Below are the online course sections:

Section	Fall/Spring	Summer
D01, D02, etc	16 weeks	N/A
D81, D82, etc	1st 8 weeks	N/A
D91, D92, etc	2nd 8 weeks	8 weeks
D51, D52, etc	14 weeks	N/A
D41, D42, etc	12 weeks	N/A
D31, D32, etc	10 weeks	10 weeks

Y sections	Indiana College Network
H sections	Early College Online

The Y sections are placed in the regular DE sections in Blackboard, but listed separately in Banner for reporting purposes. The H sections are in separate H sections in Banner and Blackboard.

Instructor Caps

Please be aware that Distance Education has enrollment caps in place. Below is the enrollment caps table:

Instructor Status	Enrollment Cap (per semester)
Full-time VU Faculty	150 credit hours
Full-time VU Employee	150 credit hours
Part-time VU Faculty/Employee	150 credit hours
Retired VU Faculty/Employee	225 credit hours
Adjunct Faculty	225 credit hours

Overload and other VU programs that individuals are involved in will be considered in the determination of enrollment caps. (Full-time faculty may teach their 15 credit hour contract with 1 overload with no change to the D.E. 150 credit hour enrollment cap.)

Distance Education also has an enrollment policy for new instructors during the first semester teaching with us. This is training time, so normally no more than 30 students are allowed (unless approved by the AVP of Lifelong Learning). Most new faculty members begin with 10 to 30 students or less depending on enrollment. Please note that I cannot determine exact enrollment or guarantee enrollment numbers.

Syllabus and Common Course Outline/Schedule

SYLLABUS:

The syllabus for this course is required to be updated and posted in the Blackboard site each semester before courses begin:

- The syllabus must be University approved (Common Course Outline) (templates are provided)
- Course description from the University Catalog
- Text title, edition, and publication date
- Instructor's name and phone number, University e-mail address where he/she may be reached
- Course learning objectives (to include objectives from Vincennes campus syllabus)
- University Grading Policy/Methods of evaluation for each assignment and the entire course
- University policy concerning the standards of academic integrity as well as any other special rules you utilize and specific penalties for violations
- Participation policy
- Statement indicating the drop/add period for the term
- Statement of disability
- Schedule of virtual office hours for the semester

- Response time on Emails and Feedback on assignments
- Frequency of communication (instructor initiated contact) the student should expect

  Please check the Common Course Outline for your course to make sure the textbook, outcomes, etc match. You can access the CCO: by logging into your MyVU, select the Office/Resources tab at the top and the Curriculum and Instruction link. Select the Forms tab at the top. You will find the CCO folder: click the CCO folder, select the college, locate the course then click the CCO. *If you need assistance finding the CCO or you do not see the textbook listed, please contact me at ssimmons@vinu.edu.*

COURSE SCHEDULE:

- Daily/Weekly topics and assignments including due dates of projects, papers, tests, labs, etc.
- All assignments should be transparent: explaining the reason for the assignments, the skills that will be used in the assignments, and a rubric or sample on how the assignment should be completed.
- The course needs to provide multiple activities that help students develop critical thinking and problem-solving skills. Giving more than one choice is recommended.
- All assignments, quizzes, and exams need to have due dates posted.
- Assignments should have variation to reach different learning styles.
- Assignments should utilize different types of media and tools to engage students in the lessons and encourage student initiated activity.
- All assignments must show due dates and the amount of time the student will spend on each activity. No self-paced. (template is provided- a sample is in Module 10 of the Online Instructor Training Course)
- A separate instructor schedule template is required. All assignments must be broken down as synchronous and asynchronous. The course must have a minimum of 25% activities synchronous. Also 50% of all course activities synchronous and asynchronous must be instructor initiated and substantive. The instructor schedule template is for the instructor and reviewer to use. It will show the time an instructor is active in the course, synchronous vs asynchronous activities, and the instructors presence in the course. (template is provided- a sample is in Module 10 of the Online Instructor Training Course)

Virtual Office Hours

It is required that all online instructors hold a minimum of one (50 minute) virtual office hour each week during the semester.
Office hours must be posted in your syllabus, Blackboard announcements, schedule, and the faculty button in Blackboard. Please be sure to keep your office hours as posted each week. If you have an emergency, please announce the cancellation of the office hour to your students with a new day and time for the office hour you would be missing.

The collaborate tool in Blackboard can be utilized for your office hours. Please understand that you may not always have students during your office hours, but it is important to have these available time for students to receive live communication.

Diverse Abilities and Accommodations for Online Students

Please add the disability statement located in the VU catalog to your syllabus. If a student in your course is in need of accommodations, the Diverse Abilities and Accommodations Office will send you an accommodation form. It is important that you follow the accommodation form. Remember you are not allowed to ask a student if they have a disability, but if a student informs you that they need accommodations, you may check with me, and I will be happy to contact the Diverse Abilities and Accommodations Office to make sure you are sent a copy of the form. Please be aware that accommodations are based on current documentation, and students must request accommodations each semester. If a student tells you that they have not contacted the Diverse Abilities Office, but they need accommodations, then please send them to the following website so they can begin the process.

https://www.vinu.edu/web/diverse-abilities-and-accommodations/welcome

Sarah Jill Steele (Director) ssteele@vinu.edu
        Phone: 812-888-4502
Fax: 812-888-2087

Sexual Assault and Student Right to Know

Federally required disclosures are mandated by the Higher Education Act of 1965 as amended 2008 (HEOA), the Family Educational Rights and Privacy Act of 1974 (FERPA), the Clery Act (formerly known as the Student Right-to-Know and Campus Security Act), and the Violence Against Women Act. Under these laws, universities are required to provide information regarding enrollment, financial, retention and graduation rates, student outcomes data, and campus crime statistics to assist all potential and currently enrolled students in making responsible decisions regarding their education. Vincennes University has created this page to aid in locating this information. Links are provided to facilitate access. In some cases, information is mailed directly to the student. This and other information may also be reported at the state and Federal level. Current students can also obtain this information by requesting it from the Dean of Students Office at 812-888-4301. Prospective students may request it from the Admissions Office at 800-742-9198 or 812-888-4313.

Detailed information can be are provided here: https://www.vinu.edu/student-right-to-know-and-policies

Vincennes University's policies regarding Sexual Assault, Sexual Harassment, and Stalking, as well as information regarding Prevention and Awareness can be found here: https://www.vinu.edu/sexual-assault-sexual-harassment-stalking-and-other-policies

Assignment Feature and Feedback

It is important that all online instructors use the assignment feature in Blackboard for students to turn in assignments. This option allows you to see when the student submitted the assignment as well giving you a place to return feedback and/or leave comments. This feature also saves you storage room in your email and keeps the sections separate so you do not have to search for what assignment belongs to what section.

It is also very important to provide feedback to students in a timely manner. You should expect students to turn in their assignments on time so students should expect to receive feedback on time. This feedback is worth so much to a student. Your expertise on the subject is what makes each student successful, and feedback is one of the ways they experience your wisdom. Instructors must give timely feedback on assignments no later than 7 days after the assignment due date. For large projects or assignments feedback on assignments no later than 14 days after the assignment due date. Please be sure to list the grading time in your syllabus.

For more information on the assignment feature, feedback, and other Blackboard tools, see the Blackboard Online Training course site or visit the Center for Teaching and Learning website.

Blackboard Login:
https://bb01.vinu.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_184_1

CTL Faculty Tutorials: https://www.vinu.edu/web/center-for-teaching-and-learning/faculty-tutorials

CTL Website: https://www.vinu.edu/web/center-for-teaching-and-learning

Online Student Orientation

All online courses are different, so it is important to have a student orientation for your course. An orientation is required in each online course. An orientation should do the following:

- Point out important course elements such as the syllabus and course schedule
- Where to locate your contact information
- How to turn in assignments
- Point out where exams will be located when you make them available
- Point out where supporting resources are located
- Point out the location for Blackboard tutorials and assistance contact information
- Opportunity to discuss important participation activities, what you expect from the student, and what the student can expect from you

A student orientation can be accomplished in many ways such as a welcome with course map, video created in Collaborate, using the web tour feature, or week one assignments that revolve around navigating the course just to name a few ideas.

Distance Education Resource Button

A required resource button was sent to all online instructors to add to their course. The button contains quick links to Distance Education contacts and forms. This resource button will provide an easy way for students to contact Distance Education, tutoring, and proctoring staff.

Instructor Emergency

If you find that you need assistance with your course during a semester because of an emergency such as illness, family issues, etc, please do not hesitate to contact the AVP of Lifelong Learning (ssimmons@vinu.edu).

Instructor Textbook

As the course instructor, you will want to check with the departments each semester to find out about book changes and updates. We want to make sure the online courses are up-to-date and textbooks match campus.

If you find that you need an instructor textbook, contact the textbook publisher to request your copy. When ordering your textbook, if the publisher asks you to verify you're an instructor with VU, please have them contact me either through email (ssimmons@vinu.edu) or call me at 812-888-4026. Please make sure that you ask about how to receive instructor resources if the textbook comes with them.

The textbook adoption process happens twice a year. It is important that we complete adoptions in a timely manner to make sure we are in compliance with the Higher Education Opportunity Act. By Federal Law, we are required to have all textbooks and materials posted to our website by the time advising begins each semester

The Bookstore has mapped section numbers together whenever possible as "All Online" to simplify the adoption process for you, as well as the ordering process for the students. If you notice your textbook does not match other sections of your course, please consult with your department chair to discuss the use of the same book.

Please check the Bookstore website to make sure that there is a book adopted and that it is the correct book or that the course is flagged as "No Text Required" if there is no textbook used for the course. This helps to ensure that the professor gets exactly what he or she wants and that the students have exactly what they need when the courses begin.

Textbook Adoption: To login to adopt a textbook, use the link below, then click "Course Materials", then click "Faculty Login".

http://vubookstore.vinu.edu/home.aspx

Virtual Tutoring Services

Students can find directions on how to submit a request for virtual tutoring assistance with VU's Learning Support Services via your MyVU account here: https://www.vinu.edu/web/learning-support-services

Beginning of the Semester Activities

Below are activities to complete at the beginning of each semester. These activities will help ensure your course is ready to begin the semester.

Before Courses Begin:

Once your course has been copied for the new semester be sure to check your course for the following:

- Update syllabus
- Update course schedule
- update any other time sensitive materials
- Update or remove old announcements
  (If you want to keep an announcement but update the date on it, just edit and submit, that will post the current date.)
- Update or remove old discussion board threads

*Remember the Center for Teaching and Learning has a big list of short how to videos to help you. To view follow the link below:

https://www.vinu.edu/web/center-for-teaching-and-learning/faculty-tutorials

During First Week:

Send your students an email greeting welcoming them to your course. This is a great way to show the students that you are available to them, that you are interested in their success and happy to have them as a student. Some important subjects to https://www.vinu.edu/web/center-for-teaching-and-learning/faculty-tutorialsw3z3binclude:

- Important activities like selecting a proctor or any residency/intern requirements
- Important course items like the syllabus and course schedule
- Class policies like grading and student behavior
- Tell the student what you expect from them like course participation
- What they can expect from you like grading requirements or student behavior
- Textbook and course materials required
- Instructor contact information
- Explain the importance of your course (help the student feel as excited by the subject as you)

Remember the following course management tips:

- Remember students learn differently so when you can be sure to include materials and instructions for different learning styles. (visual, spatial, aural, kinesthetic.)
- Make sure that your assignment instructions are clear and concise. (a rubric would help the student understand what is expected and how they will be graded)
- To help students tackle large projects help them set goals towards completing the project.
- Please be sure to communicate often with your students. It is important to let students know when they can expect to hear back from you. Distance Education suggests you respond to student questions within 48 hours.
- Provide timely feedback on assignments so students can keep up with the schedule and learn from mistakes before continuing to the next assignment.

Engaging Students

- Distance Education academic advisors send welcome/access emails to each student taking an online course.
- Online instructors are required to respond to emails within 48 hours, to send out weekly course announcements, supply a course schedule & syllabus, and send out attendance warning emails & report non-participation via TAPS.
- A separate instructor schedule template is required. All assignments must be broken down as synchronous and asynchronous. The course must have a minimum of 25% activities synchronous. Also 50% of all course activities synchronous and asynchronous must be instructor initiated and substantive. The instructor schedule template is for the instructor and reviewer to use. It will show the time an instructor is active in the course, synchronous vs asynchronous activities, and the instructors presence in the course. A tool on synchronous vs asynchronous and instructor initiated activities is in Module 10 of the Online Instructor Training Course.
- Online instructors are encouraged to communicate with students regularly.
- Online instructors are encouraged to provide assignment rubrics for their course.
- Courses are expected to provide interactive activities such as chat, discussion board, and individual and group projects. Please provide nettiquette guidelines in your syllabus for students. These guidelines will help promote meaningful discussion without insulting or mocking others.
- Online instructors are encouraged to give students individual assistance when in need.
- The distance education department has four full-time academic advisors available to answer questions, provide first level technical support, give academic advice, and send out periodical reminders about course enrollment and course start dates to keep them on task.
- Online instructors are encouraged to have instructions or activities on course navigation.
- Online instructors are trained to have activities that encourage students to read and develop their time management skills.

- Online instructors are encouraged to have an introduction activity and to add personal touches to the course to help students form a bond with the instructor and other class members.
- Online instructors are encouraged to have small assessment activities to monitor for issues with the course content, course navigation, technology, and the individual students.
- Online instructors are encouraged to provide valuable resources to assist students and enhance course quality.
- Online instructors are trained to keep their course designs and organization consistent for student success.
- Online instructors are reminded before each course start date to review the course for updates and broken links.
- Online instructors are trained in first level tech support to assist students quickly should trouble arise.

Online Instructor Professional Development

Professional Development opportunities are offered throughout the year both on campus and via virtual format.

The Provost Office website provides a link to all VU Professional Development dates, keynote speaker dates, and virtual development series with Innovative Educator and with Go2Knowledge which are available throughout the year.

https://www.vinu.edu/web/professional-development-committee

Student Identification

Vincennes University Online students will be required to submit a copy of their photo identification.

Accepted forms of photo identification:

- Driver's license
- State identification card
- Passport
- Current VU photo identification card

The ID will be added to the Banner system. This new process will allow University staff to verify the identity of an online individual for example comparing the photo id shown at testing with the ID on the Banner system. To protect our student's information all photo identification copies will be locked away until added to the Banner system. Once added to the Banner system the photo identification will be destroyed.

Proctors

All online students are required to use one of the following as a proctor option:

- [Proctorio](#)
- [VU campus site](#) (Library, Assessment, and Study Lab Staff)
- [VU military education site staff](#)
- Military personnel: education officer, clergy, commanding officer two ranks above or a non-commissioned officer (E7 or above).
- Public Libraries
- Community Learning Centers

Proctored examinations require proctors to fill out a form, sign it and return to the instructor. The instructor then checks the proctor to make sure that they meet the proctoring requirements above. If the proctor is approved by the instructor to act as test administrator for the student they are given information about testing procedures. The proctor is required to ask for a photo id from the student to verify that the id matches the name of the student taking the exam. The student is required to show a photo id or they will not be allowed to take the examination until one is provided.

Proctorio is the current service in use for online proctoring. Further information about Proctorio including tutorials and faculty guides can be found here: https://www.vinu.edu/web/center-for-teaching-and-learning/proctorio

Important Tips:

- Have proctor instructions prepared in advance. This will ensure that all proctors have the same information. Included is a sample of exam instructions for proctors and the VU Proctor Form.
- It is important that during midterm and finals week that you monitor your course and email closely. These times have high student traffic and you want to make sure to solve issues quickly if any should arise.

Proctor Form:
https://www.vinu.edu/documents/211017/4049810/VU+Distance+Education+Proctor+Form+2019.pdf/ae65f4c8-915f-6159-f6be-4962cdecf790?t=1608570934997

Final Exam

Final examinations (or other approved end-of-course activities) are expected to be held during the last week of the semester.   Only the college dean may approve changes in the date of an examination for an individual student. Compliance with these policies ensures that our students will receive the best possible educational experience.

Posting Grades

Grades for 16, 14, 12, 10, and 8 week sections are posted by the instructor in MyVU during various grading periods. The 16 and 14 week terms require the midterm and final grades to be posted. All other terms required the final grade to be posted. Instructors have until the following Tuesday at 8:00 a.m. to have grades submitted. Instructors that neglect to turn in full course grades for more than two semesters may be removed from the online schedule. The last pay will be withheld until grades are submitted.

If a grade needs to be posted or changed after the grading period, it should be sent to Michelle Strate (mstrate@vinu.edu). Please make sure to have a last date of attendance if the grade is an F, WN, or WF. If the grade is being submitted over 90 days from the end of the course or if you are submitting a grade change, also include a detailed rationale for the late grade or grade change.

Please post grades in a timely manner as late grades cause issues with the student financial aid and graduation.

Extensions

Extensions may be granted to a student with the instructor's permission. Students that call the D.E. Office to request an extension are directed to contact the instructor for permission. Extensions should only be granted for a documented extenuating circumstance like a medical emergency or deployment. An extension may only be given once per student per course during the semester. A new course schedule and end date of the extension should be given to the student. If the student misses the new deadlines without the instructor's permission, the extension should end and the grade earned with the original course end date submitted.

Note: When an "I" has been issued, it must be replaced by a letter grade by mid-term of the following semester. If no grade is submitted, the "I" will be changed to a "W". No further compensation will be paid when an "I" has been converted to a "W".

If an extension is granted for:

16 week- The instructor should turn in an incomplete and email the student with the new end date and course schedule (new deadlines to match the time frame of when the extension starts and ends). Please remind students that deadlines need to be met in order to keep their extension status during the extended time. Students are given an incomplete for these sections and normally have until midterm the following semester to complete.

14 week- The instructor should turn in an incomplete and email the student with the new end date and course schedule (new deadlines to match the time frame of when the extension starts and ends). Please remind students that deadlines need to be met in order to keep their extension status during the extended time. Students are given an incomplete for these sections and normally have 7 additional weeks to complete.

12 week- The instructor should turn in an incomplete and email the student with the new end date and course schedule (new deadlines to match the time frame of when the extension starts and ends). Please remind students that deadlines need to be met in order to keep their extension status during the extended time. Students are given an incomplete for these sections and normally have 6 additional weeks to complete.

10 week- The instructor should turn in an incomplete and email the student with the new end date and course schedule (new deadlines to match the time frame of when the extension starts and ends). Please remind students that deadlines need to be met in order to keep their extension status during the extended time. Students are given an incomplete for these sections and normally have 5 additional weeks to complete.

8 week- The instructor should turn in an incomplete and email the student with the new end date and course schedule (new deadlines to match the time frame of when the extension starts and ends). Please remind students that deadlines need to be met in order to keep their extension status during the extended time. Students are given an incomplete for these sections and normally have 4 additional weeks to complete.

Dropping
When to Drop a Student:

1. Semester based courses (16, 14, 12, 10, 8 week courses)

   a. Student has never accessed- Students that do not access the course within the first 8 days of the course need to be dropped as a no show in TAPS. Distance Education will send a warning at the end of the first week to students who have not accessed the course but the instructor will need to drop the student in TAPS as a no show.

   b. Student has never participated- Drop student after the second week of class. Please give at least three email and TAPS warnings. You must drop students through TAPS as a no show. *Students who have never submitted any work (assignments, discussions, quizzes or tests) must be dropped through TAPS using the first date of the class to indicate no show.*

   c. Student has stopped participating- Give three warnings through email and TAPS within a two week time period. If the student does not respond and/or continue working, please drop through TAPS with WN or WF. *The last date of work submitted for the course should be used as the last date of attendance for online students.*

In order to assist online instructors, the Distance Education Office will send emails on student participation to help remind instructors to check student activity.

Important Tips:

- When a student has been dropped, please make the student unavailable in the course delivery system.

- **When to assign a WN grade for non-attendance -** student who is not failing a course is dropped from that course for reason of non-attendance prior to two weeks before the end of the last regularly scheduled class period.

- **When to assign a WF grade for non-attendance -** student who is failing a course is dropped from a course for reason of nonattendance prior to two weeks before the end of the last regularly scheduled class period.

- **How to know when to assign a WF grade versus an F grade** - Refer to the chart on the Final Grades Web Grading page for guidance regarding when to assign a "WF" instead of an "F". *Due to directives mandated by the Department of Education, a student MUST receive a withdrawal grade in a course in which he/she stopped attending.* TAPS will be open for recording "WF" grades.

  To accommodate this requirement, please use the following guidelines for assigning grades:

  **** If the student did not complete the course, you are required to use TAPS for dropping the student and entering a "WF" grade along with Last Date of Attendance.

  **** If the student completed the course and earned the grade of "F", use the last date of the part of term as the Last Date of Attendance.

  Further information about the grading system can be found here: http://catalog.vinu.edu/content.php?catoid=36&navoid=2871#Evaluation_and_Grading_System

Instructor Pay (Drops)

16 Week Sections
Faculty are compensated ½ of the instructor pay during the middle of the semester for teaching 16 week courses. This first pay is based upon the DE submission of mid-term grades.   The second pay shall be based upon the submission of the final grades. Grades of incomplete will not be paid until final grade is submitted. Grades of W and WN will not be compensated. Grades of WF will receive ½ pay.

Instructor initiated withdrawals need to be completed by the end of the fourteenth week unless the instructor presents evidence of an extenuating circumstances and receives administrative approval.

14, 12, 10, and 8 Week Sections

Faculty pay will be based on the submission of the final grades. Grades of incomplete will not be paid until final grade is submitted. Grades of W and WN will not be compensated. Grades of WF will receive ½ pay.

Instructor initiated withdrawals need to be completed by the end of (14) twelfth, (12) tenth, (10) eighth, and (8) sixth week unless the instructor presents evidence of an extenuating circumstances and receives administrative approval.

Reinstate a Student

If you need to have a student reinstated, please email the AVP of Lifelong Learning (ssimmons@vinu.edu) requesting the student be reinstated. Please include the student's name, semester, course with section, and reason for reinstatement. If the Distance Education Office supports the reinstatement, the Records Office and the Dean of Students will be notified. If the Dean of Students supports the reinstatement, then the student will be reinstated.

MyVU for Grades and TAPS

Another tool you will need is MyVU. If you have worked for VU before, then you probably already have access to this system. You should be able to post grades through either the "faculty" tab or the "employee" tab. If you do not have MyVU access, then it will be requested when we process the new hire paperwork.

MyVU is not connected to Bb and is maintained by a different department, so if you have questions, contact me, and I will send you to the correct person. MyVU is used to post midterm and final grades. If you have issues with posting grades, please contact me, and I will get you assistance. At this time, MyVU is only opened for grading during short windows of time. When it is opened, you will receive an email from the Records Office and/or Distance Education letting you know the time each semester. Be sure to have a last date of attendance if the grade is an F, WN, or WF. Please be sure to post grades in a timely manner as it can affect financial aid and graduation for students. If you do need a grade posted or a grade change, please contact Michelle Strate (mstrate@vinu.edu). If the grade is being submitted over 90 days from the end of the course or if you are submitting a grade change, make sure you also include a detailed rationale for the late grade or grade change. See additional information under "Posting Grades".

Also note that the TAPS system is located in MyVU. The TAPS (Tracking Attendance and Performance of Students) system may be used to send notifications to students regarding attendance, behavior, or concern about student academic performance. When information is entered in TAPS, notifications are sent to the student and the student's advisor. For behavior warnings, notification is also sent to the Dean of Students. See additional information under "Dropping".

Logging into MyVU, how to post grades, etc:
https://www.vinu.edu/documents/2400183/4082671/MyVU+Banner+7.31.19.pdf/fb1eac95-6d76-19e4-1c0a-c60632dac46c

How to use TAPS: https://www.vinu.edu/documents/2400183/4082671/TAPS+5.28.19.pdf/b644a9a3-3687-d13a-51a4-2dabf86cc4f4

Additional information for New Faculty: https://docs.google.com/presentation/d/e/2PACX-1vQpwlTBMypuM9nce43zhh8tAI3ZExqlDrzlKpTKHOFNeKtmNktPsVt10gOAx6aqq5OUV3DGKKFJG--n/pub?start=false&loop=false&delayms=3000&slide=id.g5f4ad5ed48_2_0

Instructor Email

All online instructors will be given a vinu.edu Gmail account to use. Please use this email to communicate with your students. **All online instructors should contact students using the vinu.edu Gmail address.** These emails help identify you as a VU instructor and is professional. It is required that instructors respond to student emails within 48 hours with a professional and complete email reply.

Google Workspace Information: https://www.vinu.edu/web/mic/google-workspace

End of the Semester Activities

Archive

Please be sure to archive your course each semester. Each semester the corresponding previous course will be archived and removed from the Blackboard system. For example 201610 begins, then the 201510 will be archived and deleted from the system.

Available

At the end of the semester, please make your course(s) unavailable. If you have a student that has an extension, you will need to make each student unavailable in the section except the student(s) with the extension.

Student Disputes

If you run into a student issue like plagiarism, inappropriate behavior in communications, grade dispute, etc, please contact me. I will make the decision on some issues, some will be handled by you (I may just need to be aware), and others will be decided by a dean or the Provost. In any case, please contact me, and I will start the correct process for the incident. I will also inform you of the steps for each incident you come upon.

We follow the VU Catalog on plagiarism, student behavior, grade disputes, etc. Please be sure to add the information from the VU catalog on plagiarism and student behavior to your syllabus.

Students who wish to file a dispute can go the the following URL to fill out a form: https://www.vinu.edu/web/dean-of-students-office/student-complaint

What is Early College Online?

Early College Online works with the Early College Program to offer college courses to high school students working to earn a degree from VU. Most of the courses will have an instructor (on-site instructor) that will be working to keep students on track at the high school. They will also serve as the student's proctor for exams. It is important that the online instructors do not share test banks or grant teaching assistant or instructor access to anyone. The only person who should have this access is the online instructor.

Below is a listing of the sections for each high school we have at this time. VU early college courses are college level, and instructors are not expected to reduce workload. The timing is on the VU schedule. It is fine to help adjust for holidays or school cancellations, but ultimately it is the VU schedule.

Please be aware that the on-site instructors have general access to your course. This user has student access and will not receive emails that are sent to all your Bb users. If you want the announcement to go to them as well, you will need to add their address to your email.

Don't forget to either hide or password protect your exams. If the exam is accidentally opened, it would not be hard for many people to see it since students are in close proximity. When you are ready to give exams, make sure that you inform the on-site instructor that students are not allowed to print your exams. If the students are not all taking the exam at the same time, the on-site instructor should type in the password for the student. It is easy to share a password with someone else and compromise the exam. If the students take the exam at the same time, then make sure that after the exam time you change the password in case you have students doing a make-up exam. Also, do not make the exams available to view after taking it until all students have completed the exam.

Communication is extremely important. I suggest that you communicate with the on-site instructor weekly. I also suggest that when you give student feedback include the on-site instructor so that they can assist in making sure the student is using the feedback. Finally, be sure to save your communications so that if a problem should arise you will have a history to trace.

On the Banner system, the online early college sections show as H sections. Most online early college students will show in the D sections equivalent course in Blackboard.

For Example: H01- D01
 H41- D41

What is ICN?

Through the Indiana College Network, or ICN, Indiana colleges and universities work together to help students learn about and enroll in the wide range of programs and courses available at a distance.

ICN students show in Banner as a Y section, but will be placed in the regular D sections in Blackboard. You will get an email from our office letting you know the student is enrolled in your course. You will want to mark the student in your gradebook as an ICN student.

When it is time to turn in grades for ICN students, you will need to send the grades to Julie Napier (jnapier@vinu.edu). Also, ICN students cannot be dropped by VU; this has to be done by the home institution. If you have questions concerning ICN, contact the AVP Lifelong Learning (Shanni Simmons) or Secretary of Extended Studies and ICN Coordinator (Julie Napier).

State Authorization Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreements (SARA) is an initiative that gives higher education institutions a wider freedom to offer online courses to students outside of the home states of said institutions. This is accomplished via creating a process by which institutions can maintain compliance standards and state approvals more efficiently, with state regulatory agencies from across the country entering into a single reciprocity agreement.

On February 21st, 2014, the state of Indiana was approved by the Midwestern Higher Education Compact (MHEC) to be the first state to join SARA. Vincennes University has been approved by Indiana to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. You can find more information on SARA by visiting the official website here: **NC SARA :** http://nc-sara.org/

Please visit VU State Authorization Reciprocity Agreement for a listing of states that Vincennes University is approved to offer enrollment: https://www.vinu.edu/web/distance-education/state-authorizations2