A. Approval and oversight of distance education courses/programs:  
(From Alex Hwu, AVP DEE)

The Office of Distance and Extended Education (DEE) works cooperatively with HSU academic departments to offer quality courses/programs. DEE continually seeks to improve its relationship with departments and actively seeks ways to engage with them more fully.

Departments retain academic oversight over the curriculum and the instructor of each DE course. DE courses are designed to meet the same standards and outcomes — and are subject to the same departmental review and curriculum approval process — as all other HSU courses. All courses must meet the standards of HSU Student Learning Outcomes Assessment and program review requirements as established by accreditation standards, regardless of where, when, or how any course is experienced/delivered. Development and teaching of DE courses are subject to multiple approvals by the relevant department(s):

1. Approval of the prospective course offering.
2. Approval/Vetting by all affected programs that putting a course on-line will not push a program over the 50% threshold that requires a WASC Substantive Change Proposal (this approval should be solicited by DEE).
3. Approval of course developer(s) for initial development and revisions.
4. Approval of developed curriculum and materials and subsequent revisions.
5. Approval of teaching assignments per department requirements.

Each of these approvals is required or DEE will not complete the development/revision or offer the course. A department may, at any time, rescind their approval of a course, curriculum or instructor.
B. Distance learning courses/programs should support some of the following objectives:

(From the Ad Hoc Distance Education Committee, c. 2008)

1. Facilitating student progress towards graduation

2. Creating new opportunities for student enrollment, particularly for place-bound students from communities already served by HSU.

3. Increasing efficiency in resource use and classroom utilization.

4. Supporting emerging pedagogies that enhance student learning.

5. Preparing students for lifelong learning.

6. Following HSU's long term strategic goals, as established by the Academic Master Planning committee and the Enrollment Management Working Group.

C. When in doubt:

Distance education courses/programs should adhere to WASC's "Best Practices for Electronically Offered Degree and Certificate Programs" (linked) and questions should be referred to the DEE Advisory Committee.