

## Online Curriculum and Development Committee

### Purpose & Function

The Online Curriculum and Development Committee (“OCDC”) makes and evaluates recommendations related to online/hybrid pedagogy and course design.

The following are specific functions of OCDC.

- The OCDC reviews and approves proposals and processes related to:
  - The development of online/hybrid programs (both new and existing programs moving to an online/hybrid modality)
  - Required training for online/hybrid faculty (initial and ongoing training)
  - Evaluation and assessment of online/hybrid courses and instructors (for example, Student Evaluations of Teaching (“SETs”), peer/chair evaluations, external certifications).
  
- The OCDC drafts and approves updates to a handbook for faculty teaching online/hybrid (which handbook is to be created), courses, including links to policies, procedures and resources.
  
- The Committee provides guidance based on best practices to other areas of Academic Affairs, including Student Success, and to Education Technology Services (ETS) on matters such as:
  - Additional professional development programming for faculty through the Center for Transformational Teaching and Learning (CTTL) and Education Technology Services (ETS)
  - Compliance issues related to online/hybrid learning (Academic Affairs)
  - Universal design and accessibility in online contexts (Student Success)
  - Learning Management System, master course templates and features (ETS)
  - Online/hybrid course parameters (size/structure, etc.) (Academic Affairs).



## **Membership**

### **Position Titles of Members**

Voting Members: Two (2) faculty representatives from each college plus two (2) at-large faculty members.

Non-voting members: One graduate student representative, Center for Transformational Teaching and Learning (CTTL) Director, CTTL Liason, Education Technology Manager, Representative from Student Success.

### **Method of Selection of Members**

- Faculty Senate elects voting members.
- Non-voting members from the Center for Transformational Teaching and Learning (CTTL) and the Education Technology manager are ex officio.
- The deans alternatively appoint the graduate student representative.
- The Assistant Provost for Student Success appoints the Student Success representative.

### **Selection of Chair and Vice or Co-Chair**

The voting members of the Committee elect the Chair annually at the last meeting of the spring semester and the Chair begins serving the term of office at the start of the fall semester.

### **Term**

- Elected members may serve two (2) three-year terms with eligibility for reelection or re-appointment after a one-year hiatus following completion of two full terms. The student member serves a one-year term.

### **Meetings**

- Meetings are scheduled three-four times per semester.

- Documentation Requirements for this University Standing Committee provided in the University Standing Committee Policy, the Chair(s) of this University Standing Committee, in collaboration with the Office of the Secretary of the University and General Counsel, must provide the following documentation at the end of each Academic Year: Annual Report:  Yes  No  
No Minutes of Meetings:  Yes  No

## Reports To

Provost

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## History:

- **5-12-2022** The President of the University approved the establishment of the new University Standing Committee as recommended by the Policy Committee of the University.
  - Related University Policies: University Standing Committee Policy–Link <http://www.marywood.edu/committees/policy.html>