Virtual Course Pilot Policy
(Spring 2022 - Spring 2024)

Building on the many successes from the pivot from in-person to virtual learning during the COVID pandemic, Provost's Cabinet would like to encourage instructional faculty to think creatively about instructional methods that include virtual modalities and carry the 3-VIR instructional method attribute[1]. In addition to accommodating remote students, these virtual courses can also offer the flexibility needed by post-traditional students. To encourage creativity, we are instituting a 2-year pilot program for virtual courses.

1. Faculty who wish to propose to teach a virtual course are strongly encouraged to participate in CCI training and to seek out professional development and training on providing accessible virtual learning environments.
2. Faculty interested in proposing a virtual course should contact their department chair well before the first iteration of the schedule for that semester is due. The chair will determine if a proposal is appropriate to the needs of the department/students, and will work with the faculty member to develop the proposal prior to its submission to the dean.
3. The chair will submit the course proposal to their dean at least three weeks before the final iteration of the schedule for that semester. This proposal should include:
   a. Justification of the virtual instructional methods, to include explanation of the tools used to ensure accessibility
   b. Course learning outcomes
   c. Course contact hours / Carnegie units
   d. Detailed weekly schedule of virtual instruction
   e. Explanation of course deliverables (e.g., projects, assignments, exams) and grading
   f. Assessment plan for evaluating the efficacy of the virtual instructional method.
4. The dean will approve the proposal, ask for revisions / additional information, or deny the request. The dean will convey their decision to the chair and faculty member.
5. If approved, the chair (or department clerical staff) will submit the course with the 3-VIR instructional method code into EMS.
6. After the course has run, the faculty member will submit a summative evaluation along with student evaluations for the course to the chair, copying the dean. The three will confer to determine next steps.

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[1] A Virtual course is defined as a course that is 100% online and has a synchronous component; 100% of the direct instruction occurs in real time without (time) delay. (https://www.potsdam.edu/about/offices/registrar/faculty-staff-links/schedule-development-faculty/instructional-method-definitions)