



DISTANCE LEARNING REQUIREMENTS FOR RESIDENTIAL COURSES

Effective: May 11, 2020

Effective March 16, 2020, Bellevue University began the process of transitioning spring term residential courses to distance learning. The transition was to be accomplished in a short period, with the goal of resuming residential classes via distance learning on March 23. We greatly appreciate the work and exceptional efforts on the part of many to meet this goal with limited time and resources.

It is now time to strengthen and improve the distance learning experience for residential students and courses. Feedback from students and faculty have guided improvements and standards that will help ensure consistency and quality in the delivery of the residential experience through distance learning. This is an opportunity to demonstrate leadership in the delivery of high-quality residential learning experiences that leverage Bellevue University's relational and technology strengths.

Below are the distance learning requirements for residential courses. The college dean must approve exceptions.

REQUIREMENTS

1. Classes will be taught synchronously via Zoom with live lectures and discussion. Classes may not be shifted to online-only format.***
2. Classes should not use previously recorded video lectures unless that is part of the original design of the class. However, recording the live lecture and making it available for later review may be useful. Accessibility/ADA is a consideration for any posted materials.***
3. Classes should not use Blackboard discussion boards unless they were part of the original design of the residential class.
4. Classes will not add additional assignments when moving to distance learning.
5. Faculty should evaluate the organization and set-up of the course in Blackboard to ensure it is well-organized and explains where to find class materials and upload assignments.***
6. Communication and interaction expectations must be provided to students and reinforced through regular/ongoing communications. Communicate clearly any expectations for attendance, changes to schedule, links for Zoom, etc. Keep in mind that students may not understand how to participate in a Zoom class.
7. Tests not requiring proctoring could be administered via Blackboard or other electronic means such as email.***
8. Grades must be recorded in Blackboard.
9. Provide information to students on where to receive assistance for technology issues and for other student resources such as the library, tutoring, writing center, etc.***
10. Office hours should be maintained via Zoom. The "waiting room" feature could be used to hold students waiting to be seen.
11. Faculty must continue to comply with policies in the Faculty Handbook for communication response times, grading timelines, etc.***

***Additional information and resources can be found at <https://frd.bellevue.edu/courses/resources-for-distance-learning/>