

***Guidelines for faculty teaching online at Genesee Community College  
as developed by the Online Faculty Advisory Committee***

The online learning environment presents a unique set of teaching and learning dynamics not found in the traditional face-to-face classroom. Genesee Community College wants to ensure that both students and faculty have a positive and high-quality educational experience when taking or teaching an online course. Therefore, based on best practices for effective online teaching and learning, the Online Faculty Advisory Committee has developed the following set of guidelines to assist faculty in meeting their students' needs while also making teaching online a manageable endeavor.

Prior to and during the term

- Complete an Introduction to Online Teaching & Learning training (for faculty new to teaching online)
- Invest time in professional development opportunities to enhance online teaching skills and technical abilities
- Collaborate with the Instructional Designer as needed for course creation/revision strategies
- Make your course available to enrolled students a minimum of 72 hours prior to term start, and open relevant course start up information. Highlight textbook(s), course materials, and any specific/unique student expectations (ex: specific software, equipment, assessment practices, etc.)
- Send a welcome email or post a welcome announcement when your course is available
- To comply with Federal "No Show" reporting requirements, create a required student-initiated activity (ex: discussion forum, response paper, adaptive release activity, etc.) that is available during the census period

Communication with students

- Provide students your GCC email address and a contact phone number to use throughout the term
- Respond to students' emails and phone messages within 2 business days, according to academic calendar
- Notify students in advance of any planned absence of 5 or more consecutive days. Absences of more than 7 consecutive days should be coordinated with the Dean of Distributed Learning and/or Program Director

Presence in the course

- To be accessible, responsive, and available to online students, access each online course a minimum of 3 days per week for each week of the term
- Plan adequate time during each week for effective participation. For example, an average of 6 hours per week for each 16-week course, 9 hours per week for each 12-week course, and 12 hours per week for each 8-week course for student interaction, grading, course maintenance, etc.
- Assess student work within 1 week of stated assignment due dates, according to academic calendar. Provide students formative feedback whenever possible
- Provide biographic information and a current photograph in all online courses

Course maintenance

- Include a course schedule or calendar that includes all required course assignments and activities
- Post all due dates with specific days, times, and time zones (ex: Sunday, January 1, 2015, 11:59pm eastern time)
- Communicate any changes or adjustments to course activities through a Blackboard communication tool that has been specified in the course. Neither instructor nor students' private email should be utilized to communicate course activity changes

After course ends

- Submit grades by deadline stated by the Records Office
- Submit required assessment data