

## Reminders and Procedure for Offering an Online Course

Date: 110/10/04

1. Distance Education course is based on the "Implementation Regulations Governing Distance Education for (Junior and Higher) College" promulgated by the Ministry of Education:
  - **Article 2.** Distance Education refers to teaching and interaction using communication technology, the Internet, live streaming video among instructors and students. **Distance Education course means over half of the teaching hours in a subject are instructed through distance teaching.** Teaching hours refer to the hours of instruction, including course lectures, teacher-student interaction, assessment and testing, and other learning activities.
  - **Article 5.** A learning management system that includes the teaching process, students' learning records, and other supportive features is required for the implementation of Distance Education.
  - **Article 6.** The instructors offering Distance Education are required to propose a teaching plan and to obtain approval from the curriculum committee at the dept-/institution, college, and university level. After approval, the instructor is allowed to teach the Distance Education course. The teaching plan should include teaching objectives, participants, syllabus, teaching style, teacher-student interaction, grading and assessment, and reminders for class.
  - **Article 9.** It is necessary to evaluate the distance course and teaching effectiveness regularly. The evaluation report should be kept for at least five years. Hence, all the teaching materials should be kept for at least five years for further reference. Teaching materials include the syllabus, teaching materials, teacher-student interaction, record of assessment, online rollcall, and homework.
2. Procedures for applying "Distance Education course" are divided into "New Course" and "Re-run Course":
  - For New Courses:
    - (1) Complete the application form—"Syllabus for Distance Education course for higher education institutes" and apply.
    - (2) After the reviews of the dept-/institution-level curriculum committee, college-level curriculum committee, prepare following documents—(a) Syllabus for Distance Education course for higher education institutes, (b) meeting minutes of dept-/institution-level curriculum committee, and (c) meeting minutes of the college-level curriculum committee—and submit

to the Center for Teaching and Learning Development (CTLTD). The CTLTD will compile relevant documents and propose to the university-level curriculum committee.

- For Re-run Courses:
  - (1) Complete the application form—"Syllabus for Distance Education course for higher education institutes" and apply.
  - (2) After the reviews of the dept-/institution-level curriculum committee, college-level curriculum committee, prepare four documents (a) Syllabus for Distance Education course for higher education institutes, (b) meeting minutes of dept-/institution-level curriculum committee, (c) meeting minutes of the college-level curriculum committee, and (d) student evaluation of teaching on the applied course and then submit to the CTLTD. The CTLTD will compile relevant documents and propose to the university-level curriculum committee.
  - (3) The results of student course evaluation may only be used for internal committee members' reference.
  - (4) According to the resolutions of the fourth university-level curriculum meeting in 2019 and the first university-level curriculum meeting in 2020: If the student course evaluation of the Distance Education course in the previous semester does not reach the average scores of curriculums of the department/institute or the average scores of curriculums of the school, it is required to include together with the application for re-run the meeting minutes of dept/institute-level curriculum committee (including formal discussion and evaluation) before submitting to the college- and university-level curriculum committee for review. Moreover, it is suggested that the application also include the student course evaluations of that Distance Education course in the past three semesters for the reference of formal discussion at the dept-/institute-level curriculum committee meeting.
  - (5) According to the resolutions of the third university-level curriculum meeting in 2020: After the approval of the curriculum committee meeting at the dept-/institution, college, and university level, the distance course would be marked as a "distance course." In cases where the instructor wants to adjust back to the physical course due to special conditions, the dept-/institute/college that offers this course should notify all enrolled students and send "Sheet for Course Change" to the curriculum division of the Office of Academic Affairs for information system updates no later than the course's start date add and drop period.

- The dept-/institute/college that offers Distance Education courses shall evaluate the distance courses and teaching effectiveness and create evaluation reports for the reference of grade inquiry, teaching evaluation, or supervision. The evaluation report should be kept for at least five years. If the evaluation is not qualified, the instructor will be limited or prohibited from offering a distance course.
3. NTHU Business Units:
- School-level curriculum committee: Curriculum Division
  - Distance course proposal for collection and integration: CTLD. Contact: Ms. Chi, Pei-Yu (ext. 35053)
4. Related regulations and forms:
- "Implementation Regulations Governing Distance Education for (Junior and Higher) College" by Ministry of Education
  - "Syllabus for Distance Education course for higher education institutes."
  - "Recommendation for Implementing Distance Assessment and Testing."