



DIGITAL LEARNING POLICY

Overview

The Keeping Sights Upward Journey Honors College provides curricular and co-curricular opportunities for highly interactive and engaged learning experiences. While this is typically achieved in an in-person setting, HON courses may on occasion be delivered online, provided that they meet the requirements listed below.

Scope

1. Only HON 1000 An Introduction to Honors Education; HON 1100 The First-Year Honors Colloquium: An Introduction to Honors; HON 2400 Honors Discovery (0 credit hours); HON 3000 Honors Colloquium (1 credit hour); HON 3301 Honors Interdisciplinary Seminar (3 credit hours); HON 3002 Honors Research (0-3 credit hours); HON 4400 Honors Directed Study (1-3 credit hours); HON 4490 Honors Special Topics (3 credit hours); and the Honors Capstone sequence, HON 4497 (0–1 credit hours) and HON 4499 (0–3 credit hours) are eligible for online delivery.
2. HON 3002, HON 3203, HON 4497, HON 4499, and other HON courses are coordinated and taught by regular honors faculty. Accordingly, the content of an online section must be developed with, and approved by, the relevant course coordinator.
3. When designing an online section or course, please keep in mind that the seat capacity in HON courses is limited to 25 students per section.

Implementation Process

1. Dean/Associate Dean for Academics approval is required to create an HON course section online.
2. The instructor or associate dean develops the course. Resources available on honors.kennesaw.edu (under Faculty Resources) include the [KSU Journey Honors College Course Review Process](#), the [KSU Journey Honors College QM Rubric Self Review](#) (based on the QM Higher Education Rubric 6th Edition), the [Faculty Guidebook for Digital Teaching and Learning](#), and the [Digital Learning Innovations webpage](#).
3. The instructor or associate dean submits the [Course Review Request form](#) to begin the review process in collaboration with the Instructional Designer, who will provide instructions in the request form.
4. The instructor or associate dean completes the Rubric Self-Review and uploads it onto the Course Review Request ticket.
5. A Kennesaw State University Instructional Designer verifies course alignment with the Rubric.
6. The Instructional Designer submits the course to the [Course Modality Database](#).
7. The section is scheduled through the KSU Journey Honors College.

New Course Development

- A. Faculty developing a new course should complete the [Sustainable Course Design](#) and [Accessible Teaching Essentials](#) workshops and send the badge to the Associate Dean for Academics.
- B. New courses may only be synchronous or hybrid (33 or 66% blended), not asynchronous.

Existing Courses

Faculty teaching an existing course are encouraged to complete the [Universal Design Learning \(UDL\) Experience](#) or [Essential Course Facilitation Strategies \(ECFS\)](#) workshops and send the badge to the Associate Dean for Academics.

Course Periodic Review

Courses offered online should be reviewed at a minimum once every five years, or less if a substantial change has occurred. Tracking will be supported through the [KSU Course Modality Dashboard](#).

Questions

Please direct questions related to online teaching in honors to the Associate Dean for Academics.

May 26, 2023