



### **Electronic Education (Distance Learning) Plan**

To provide more accessibility to select law school classes for students at Stetson University College of Law and to promote our expertise at other institutions, the College of Law establishes the following electronic education plan in accordance with ABA Standard 306.

#### **Terminology:**

- The term “electronic education” is used here to mean and encompass all forms of distance education, which is instruction that occurs when the instructor and some or all students are not in the same place.
- Courses in which two-thirds or more of the course instruction consists of regular classroom instruction will not be treated as electronic education classes, although classes using any form of electronic education as a part of the instruction will be subject to the plan's mandates on student interaction.
- “Synchronous” means that the classes are offered live, and although the parties may be separated by distance, students view the class at the time of the teaching.
- “Asynchronous” means that the classes are available to students online on demand. These classes may be viewed at a time other than when the taping occurred. Synchronous classes can become asynchronous if a live taped class is made available to students to view at a later time.
- “Blended” or “hybrid” courses refer to classes that use both synchronous and asynchronous approaches. The term can include a course that is offered in part with live classes and also with electronic education, but it does not include courses in which two-thirds or more of the course instruction consists of regular classroom instruction.
- The different forms of electronic education available include podcasts (taped classes with no video and the students listening do not participate live), vodcasts (taped classes that include video but the students watching and listening do not participate live), video-conferencing (live classes that allow for student participation). All forms of electronic education require faculty-student interaction.

#### **Plan:**

1. Before an electronic education course is offered, it will be approved through the law school's regular curriculum approval process, with specific authorization to offer the course as an electronic education class. The proposal to offer the course will include a description of academic content, course delivery, a specific explanation of how the course credit was

determined, the method of evaluating student performance, and any other requirements established by the Curriculum Committee for all course proposals.

2. Courses that fulfill a requirement of the J.D. program, J.D. elective courses that typically have enrollment exceeding 50 students, and J.D. courses that are designated as “highly recommended” by the faculty will not be eligible to be taught as electronic education courses. Electronic education may be used for bar tested courses that are offered for no credit.

3. The College of Law, in the J.D. program, will aim for electronic education courses to have enrollment between 12 and 17 students; enrollment should never exceed 22 students in a section. A course may be offered in multiple sections to ensure this class size is not exceeded in any section.

4. No J.D. student may take more than 4 credit hours in any term, nor more than 12 total credit hours of electronic education courses toward the degree.

5. No J.D. student will be allowed to enroll in any electronic education course until he or she has successfully completed 28 credit hours. Transfer credits may be used to reach the 28 credit hour requirement. Additionally, transient students who have completed 28 credit hours at their home institution may take an electronic education course with their home school’s permission.

6. All faculty teaching electronic education courses will ensure that students receive instruction equivalent to the credit-hour requirements of the course being taught. If the course is being offered asynchronously, class discussion time on a discussion board may be used in calculating the class time.

7. All electronic education courses taught at the College of Law will include podcasts, vodcasts, video-conferencing, or similar future technology. No course may be taught strictly online or via correspondence unless it is an individual independent or directed research project.

8. Before being approved to teach an electronic education course, the faculty member teaching will participate in some form of instruction on teaching using electronic education; that form of instruction will be approved by the Associate Dean of Electronic Education or another individual designated by the Dean.

9. Faculty who teach electronic education courses will provide students in those courses with opportunities to interact with the instructor that equal or exceed the opportunities for such interaction with instructors in a traditional classroom setting.

10. For purposes of computing a faculty member’s teaching load or summer compensation, an electronic education course will count the same as a regular class with the same number of credit hours.

11. Faculty who teach electronic education classes must abide by all College of Law policies and procedures, including copyright compliance for materials used in the course.

12. If an electronic education course has not been offered in more than two academic years, the Curriculum Committee may authorize non-retention of course vodcasts, Blackboard course structures, and other materials used as part of an electronic education course. The creating faculty member will be notified before a course item is removed.

13. The Associate Dean of Electronic Education or other individual designated by the Dean will prepare an annual report on the electronic education courses offered by the law school; this report will be filed with the American Bar Association as part of the annual reporting requirements.

14. The Associate Dean of Electronic Education or other individual designated by the Dean will periodically review the educational effectiveness of its electronic education courses and programs; this report will be shared with the faculty.

15. All exams offered in electronic education courses will be given in a manner that assures that the student who registered for the course and will be receiving the academic credit for the course is the same student who participated in and completed the course and the exam.

*Approved by the faculty on March 5, 2008; amended by the faculty on December 19, 2008.*