



Committee Meeting: Policy Committee	Date: June 9, 2017
Committee Chair: Kathleen Masiello	
New or Edited: New	

**POLICY NAME:** On-Line Bill of Rights

**POLICY TYPE:** Managerial

**SUBMITTED BY:** Richard Washousky, Provost and Executive Vice President

**ISSUE OR STATEMENT OF PURPOSE:** the Online Bill of Rights purpose is to solidify and spell out the rights of both the online learner and the faculty member.

**CORRECTIVE ACTION PLAN RECOMMENDATION (if any):** No

**NEW OR EDITED POLICY:** New

The Online Learner has the right to:

- An Online Course that clearly states the course deadlines, in a way that is easy to understand by the OnlineLearner.
- An Online Course that has instructions on how to get started in the class.
- An Online Course that is organized in a way that is easy to navigate.
- An Online Course that will meet the same course objectives as the face-to-face modality.
- An Online Course that has a clear statement of the grading policy and criteria of how course work and attendance will be evaluated.
- Expect, at all times, to be treated in a respectful manner by the Instructor and fellow Online Learners.
- Expect the Instructor to respond to queries within a time period that does not exceed five business days or it will be deemed excessive (three business days for summer sessions).
- Expect the Instructor to keep the grades up to date within the Online Course.
- Expect the Instructor to direct the Online Learner to the appropriate college services, when the Instructor is made aware of an issue.
- Expect the Instructor to specify grading policies and timelines in the course syllabus.

The Instructor has the right to expect:

- The Online Learner to complete all assignments by the due date.
- The Online Learner to contact the Instructor, if they need clarification on getting started, deadlines or assignments.



**POLICY NAME:** On-Line Bill of Rights continued

- The Online Learner to seek out college services, resolve technical issues, and access services where available.
- To be treated in a respectful manner, at all times, by the Online Learners.
- The Online Learner to have a contingency plan to address technical difficulties.

**DOES IT SUPERCEDE A POLICY/WHICH ONE:** No prior policy exists.

**POLICY COMMITTEE RECOMMENDED ACTION:**

Policy Committee recommends the Board of Trustees accept the Managerial policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to On-Line Bill of Rights.

**POLICY COMMITTEE MEMBERS PRESENT:**

Kathleen Masiello-Trustee, Susan Swarts-Trustee, Michael Pietkiewicz-Senior Vice President of Operations, Tracey Cleveland-Director of Human Resources, Vice President of Enrollment Management Erik D'Aquino, Assistant Director of Human Resources Maria Carroll.

**DATE OF BOARD ACCEPTANCE:** June 29, 2017

**POLICY COMMITTEE TEAM FOLLOW-UP:**

Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College Managerial Policy Manual. Distribution of policy to SUNY Erie employees and students.

**INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:**

*Sources:*

*Quality Matters Bill of Rights for Online*

*Learners, <http://online.collin.edu/QM%20Bill%20of%20Rights%20for%20Online%20Learners%20with%20Preamble.pdf>*

The policy was planned for over a year and vetted in its current state through Department Chairs, FFECC leadership, College Senate (per resolution and minutes of February 14, 2017), Erie County Attorney, SES staff including Provost and Executive Vice President. At the April 10, 2017 meeting, the Policy committee unanimously approved this Policy with the edits that have been made to the above.



**POLICY NAME:** On-Line Bill of Rights continued

This Policy has been previously reviewed and discussed at the Policy Committee meetings of April 10, 2017 and June 9, 2017. At the June 9, 2017 the Policy committee unanimously approved this Policy.