

Guidance for Approval of Online Semester Courses
Draft
March 2021

As a college with a mission that includes providing a context for residential learning, Westmont offers primarily in-person courses. The conditions of the past year have given us experience with online courses, and we recognize that such courses may have a place in our future offerings. This document provides some guidance to departments that may wish to offer an online course during a fall or spring semester in the future.

In evaluating such proposals, the provost will consider whether:

- students' learning in the proposed course will be distinctively enhanced by an online format (e.g., an internship course that allows students to take an internship in another city);

In a few cases, an online course might provide learning opportunities that would not be available in an in-person course; proposals for such courses might be given priority consideration.

- a qualified instructor for the proposed course is available to teach in person;

The meaning of "qualified" might vary from course to course and would be discussed by the provost and the department. In some cases, an academically qualified instructor without a Christian commitment might be available for in-person instruction. In such cases, it might be preferable to have a course taught online if the instructor did share Westmont's Christian commitments.

- the proposed online course is likely to attract sufficient enrollment and is also unlikely to negatively impact in-person course enrollments;
- an adjustment of the department's course offerings and staffing might eliminate the need for the proposed online course;

If adjustments to teaching assignments might eliminate the need for an online course, departments would be encouraged to consider such adjustments.

- approval would result in too many courses being offered online in a given semester.

Ideally, the number of such courses would be below 20 per semester (approximately 5% of courses offered).