



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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## **PROCEDURES TITLE:**

**KYSU Online Advisory Committee Procedures**

## **VOLUME, SECTION & NUMBER:**

**1.3.18**

## **ENTITIES AFFECTED:**

**Online Advisory Committee**

**Faculty and Administration**

**Faculty Senate Curriculum Committee**

**Graduate Council**

## **ADMINISTRATIVE AUTHORITY:**

**Board of Regents**

**President**

**Academic Affairs**

## **APPROVED BY:**

**The Kentucky State University Board of Regents**

**The Office of the President**

## **EFFECTIVE DATE:**

**7/1/2024**

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## **PURPOSE:**

The purpose of the *KYSU Online Advisory Committee Procedures* document is to describe the composition and operation of the Online Advisory Committee. The Online Advisory Committee is integral to establishing the policies and curriculum of KYSU Online. It reviews, recommends, and approves policies, online courses, and programs for KYSU Online in coordination with the residential courses and programs of Kentucky State University's traditional academic programs. In this way, it parallels the functions of the Faculty Senate and coordinates on behalf of KYSU Online with the Faculty Senate as relevant.

## **PROCEDURES STATEMENT:**

The Online Advisory Committee is a University Standing Committee responsible for advising on standards of quality and best practices in online programs at Kentucky State University. This committee will serve as the separate governance structure for KYSU Online while coordinating with the Faculty Senate. Appointed by the Provost/Vice President for Academic Affairs, the committee collaborates with the Office of Online Education



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and, when relevant, the Faculty Senate to maintain parity between different modalities of courses and programs while adhering to accreditation standards within the framework of KYSU Online.

The Online Advisory Committee's primary role includes reviewing, recommending, and approving policies, online courses, and online programs for KYSU Online in coordination with the residential courses and programs of Kentucky State University's traditional academic programs. The committee ensures that KYSU Online's courses and programs align with the traditional programs approved by the Faculty Senate.

The Online Advisory Committee will engage with two general areas of KYSU Online's academic operations: 1) policy and 2) curriculum. The next sections introduce each aspect of the committee's work and then describe the Committee's composition.

## **Procedures for Reviewing and Adopting Policies**

Existing policies established by the Faculty Senate committees are generally applicable to KYSU Online; however, the unique aspects of online education and KYSU Online's status as a distinct subsidiary of Kentucky State University may necessitate additional guidance specific to certain elements of the online programs.

The Director of Online Education collaborates with the Associate Vice President of Online Education (Magellan contracted position) and the Provost to identify policies requiring clarification for KYSU Online. The Director of Online Education can provide advice without formal advisory committee involvement if the policy can be adequately applied with supplemental guidance. Alternatively, matters requiring committee advisement are submitted to the Online Advisory Committee for consideration. If the Online Advisory Committee or the Provost determines that the committee should engage the Faculty Senate to review the implications of a policy proposal for the traditional academic programs and operations, the Online Advisory Committee will involve the relevant committees of the Faculty Senate, such as the Academic Policies Committee.

Following the advisory committee evaluation, policy clarifications and adjustments for online programs are recommended to the Provost, who can recommend them to the President and, as needed, the Board of Regents for approval. Once the Provost communicates that the President and/or Board of Regents has approved a policy, the Online Advisory Committee will notify the relevant offices and administrators of its implementation.

## **Procedures for Reviewing and Adopting Curriculum**

The Online Advisory Committee reviews course and curriculum proposals for KYSU Online. It receives proposals from the Director of Online Education, who collaborates with faculty, Deans, and the Associate Vice President of Online Education (Magellan contracted position) to prepare the proposals for Online Advisory Committee review. In general, the curriculum procedures for KYSU Online operate in parallel with the procedures of the Curriculum Committee of the Faculty Senate since most online courses and programs are counterparts of those offered in the traditional programs of Kentucky State University. Therefore, most of the Online Advisory Committee's curricular work merely approves existing courses and programs for the online modality. In some instances, however, the Online Advisory Committee collaborates with the Curriculum Committee of the Faculty Senate to coordinate online proposals with the traditional programs and vice-versa. Thus, it is the primary connection between the Faculty Senate and KYSU Online.

The full description of the procedures for reviewing curriculum proposals (such as new courses, new programs, course changes, and program changes) is in document *1.3.19 KYSU Curriculum Proposal Procedures*. Additional



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details can be found in the *KYSU Curriculum Proposal Checklist* and in the *KYSU Curriculum Proposal Form*, which can be requested from the Office of the Provost.

## Composition of the Online Advisory Committee

### Purpose

The Online Advisory Committee exists to:

1. Recommend and review registration procedures for KYSU Online.
2. Recommend and review the academic calendar for KYSU Online.
3. Recommend and review advising procedures.
4. Recommend and review grading policy and instructional standards for KYSU Online.
5. Recommend and review the online attendance policy.
6. Recommend and review courses and programs for KYSU Online and coordinate the curriculum with the Faculty Senate Curriculum Committee's oversight of traditional academic programs.
7. Recommend and review policies and procedures relevant to the online faculty of KYSU Online.
8. Review the KYSU Online Faculty Handbook and recommend changes to the Director of Online Education, the Provost, and the President.
9. Recommend and review other policies and procedures affecting the academic mission of KYSU Online.

### Membership and Appointment

1. The Online Advisory Committee shall consist of appointed and *ex officio* members. Appointed members shall be voting, and *ex officio* members shall be non-voting members.
2. The Provost and/or President of Kentucky State University shall appoint eligible faculty to serve on the Online Advisory Committee.
3. For appointment to and service on the Online Advisory Committee, an eligible faculty member is a full-time faculty member or faculty administrator of Kentucky State University (or KYSU Online) who has been a full-time faculty member for more than one year.
4. The Online Advisory Committee shall consist of seven (7) voting members appointed by the Provost and/or the President of Kentucky State University. The voting members shall include four (4) representatives of the primary academic departments, the general education curriculum, and three at large faculty.
  - a. General Education representative
  - b. Graduate Studies representative
  - c. College of Agriculture, Health Sciences, and Natural Resources representative
  - d. College of Arts and Sciences representative
  - e. College of Business, Engineering, and Technology representative
  - f. Center for Adult Learning and Government Relations representative



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- g. Honors Collegium representative
5. The Online Advisory Committee shall consist of non-voting *ex officio* members:
- a. Provost/Vice President for Academic Affairs
  - b. Academic Affairs representative
  - c. Office of Online Education representative
  - d. Institutional Effectiveness representative
  - e. Registrar representative
  - f. Student Affairs representative
  - g. Financial Aid representative
  - h. Library representative
  - i. Institutional Research representative
  - j. Legal Affairs representative

### **Officers**

The Officers of the Online Advisory Committee shall consist of a Chairperson and a Secretary.

1. The Director of Online Education should hold the role of Chairperson unless otherwise specified by the Provost.
2. The Director of Institutional Effectiveness should hold the role of Secretary unless otherwise specified by the Provost.

### **Terms of Office**

Appointment as a voting member of the Online Advisory Committee is for a one (1) year term of service. There is no prohibition against a voting member serving for a term longer than one (1) year upon invitation from the Provost. Vacancies will be filled as soon as practicable.

### **Meeting**

Meetings will be called by the Chairperson or the Secretary as needed. Much of the Committee's work will include electronic or asynchronous meetings to review curriculum proposals. The Chairperson or the Secretary should record minutes or asynchronous electronic discussions to document the Committee's work and decisions.

### **Quorum**

A quorum for the Online Advisory Committee shall consist of a simple majority of the voting members present for each voting timeframe. Votes can be cast asynchronously and electronically. Regarding asynchronous voting, the Chairperson or Secretary should define the timeframe for casting votes. If a voting member does not cast a vote within the stated timeframe, they will be excluded from the quorum needed for a matter to pass the Committee's vote.

### **DEFINITIONS:**



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N/A

## **RELATED POLICIES/DOCUMENTS:**

1.3.18 KYSU Online Advisory Committee Selection Procedure

Newly developed forms for curriculum proposals:

- Curriculum Proposal Checklist

- Curriculum Proposal Workflow

- Curriculum Proposal Form

## **STATUTORY OR REGULATORY REFERENCES:**

N/A

## **POLICY OWNER/INTERPRETING AUTHORITY:**

Office of the President

Academic Affairs

## **DOCUMENT DATE AND VERSION:**

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