

**Presented at the Faculty Senate Meeting on May 6, 2027
by Committee Chair, Carole Heyward.**

The Electronic Learning Committee strongly recommends that chairs and associate deans assign fully online, websync, or blended courses¹ only to faculty who have completed the Faculty Online Teaching and Design Course (F.O.T.D.) or equivalent training.

Such training is essential because these courses require intentional pre-semester design, including clear organization, aligned learning outcomes, consistent navigation, and accessible (ADA-compliant) materials. Faculty must also be prepared communicate proactively, structure courses to support student success, and foster engagement and community with less face-to-face interaction. In addition, training helps faculty address federal requirements for regular and substantive interaction, reduce technical issues, and address assessment integrity. Consistent training also ensures that CSU's online offerings reflect institutional standards and protect its reputation.

In limited circumstances, a faculty member who has not completed F.O.T.D. may be assigned to teach an already-developed online, websync, or blended course, provided they complete the training concurrently. However, if a faculty member seeks to convert a traditionally face-to-face course to an online, websync, or blended format, the Committee recommends that F.O.T.D. be completed before the semester begins.

¹ See definitions at this link: <https://www.csuohio.edu/center-for-elearning/elearning-policies>