ACADEMIC SENATE
CSU BAKERSFIELD

Distributed Learning Committee - Handbook Changes

RES 262705

FAC

RESOLVED: That the Academic Senate approves revisions to the University Handbook regarding the teaching modality of courses at CSUB. Deletions are in ~~strikethrough~~, and additions are in **bold and underlined.**

203.11 Distributed Learning Committee

University faculty have adopted a distributed learning policy for ~~online and hybrid instruction~~ **instruction with a significant online component, including fully asynchronous online instruction, synchronous online instruction, and hybrid instruction combining face-to-face and online delivery.** The Distributed Learning Committee (DLC) is responsible **for monitoring** ~~to monitor for~~ issues that arise with regard~~s~~ to the distributed learning policy and to **improve** ~~ensure~~ the quality of **instruction with a significant online component, including the development of guidance for faculty considering teaching courses using these instructional modalities.** ~~online and hybrid instruction, including the certification of faculty online and/or hybrid courses.~~

The DLC consists of (1) one faculty member from each of the academic **colleges** ~~schools~~; (2) **one faculty member at-large** ~~the Faculty Coordinator of Online Instruction from the Faculty Teaching and Learning Center (FTLC)~~; (3) the Faculty Director of the FTLC; (4) a student representative from ASI; and (5) one staff member with direct responsibilities related to CSUB's learning management system (ex-officio). Additional members may be appointed as ex-officio members by the Provost and Vice President of Academic Affairs, at the recommendation of the current DLC members. **The Faculty Director of the FTLC convenes the first meeting of the year, during which the committee elects a chair.** Faculty members on the committee are expected to have experience with the designing and teaching ~~of~~ **courses with a significant online component** ~~online/hybrid courses~~ and should **have received CSU-approved training relevant to such** ~~be certified by CSUB for online/hybrid~~ instruction. Faculty members are elected in accordance with the election procedures in Sections 202.6 and 202.7 and serve on staggered two-year terms. The student representative will be selected by ASI on an annual basis. The staff member will be appointed by the Provost and Vice President of Academic Affairs on an annual basis.

As issues with the distributed learning policy arise, the DLC shall either (1) refer the issue to the Academic Senate for development of policy, or (2) develop a policy on a particular issue itself and then refer the proposed policy to the Academic Senate for consideration. The DLC shall report annually to the Academic Senate on ~~online hybrid instruction trends and issues.~~ **trends and issues related to instruction with a significant online component**.

~~If certification for teaching online and/or hybrid courses is available, the DLC shall issue guidance on becoming certified for online and/or hybrid instruction at the beginning of each academic year.~~

The DLC shall develop and maintain guidance for instruction with a significant online component, including but not limited to professional development pathways, instructional support recommendations, and quality standards. The Committee shall review the Distributed Learning Policy and associated guidance at least once every two years and recommend revisions to the Academic Senate as necessary to ensure their continued relevance and effectiveness.

The DLC shall meet at least once per semester. Failure to convene shall trigger review by the Academic Senate to ensure that policies governing instruction with a significant online component remain current, functional, and aligned with shared governance principles. The Academic Senate shall initiate steps to reconstitute the Committee or assign interim oversight to an appropriate Academic Senate body to ensure continuity of distributed learning policy review and quality assurance.

RATIONALE: This resolution responds in part to referral 2026-2027 03.

This resolution responds to the prolonged inactivity of the Distributed Learning Committee (DLC) by clarifying its responsibilities and reinforcing expectations for its operation and oversight role. The Handbook policy governing the DLC has not been recently updated and the Faculty Coordinator of Online Instruction position has been discontinued. During this period, instructional modalities and institutional practices have evolved substantially, while CSUB has also discontinued its requirement for certification to teach online courses.

The proposed revisions clarify that the DLC's responsibilities extend to instruction with a significant online component, including fully asynchronous online instruction, synchronous online instruction, and hybrid instruction combining face-to-face and online delivery. These categories correspond to the current A1 (Fully Online), S1 (Synchronous Online), and S2

(Hybrid) designations identified in CSUB's *Fall 2026 & Spring 2027 Guidance: Instructional Modalities*. By describing instructional modalities rather than relying on specific scheduling codes, the revised Handbook language establishes a clear and adaptable scope of responsibility while distinguishing these modalities from traditional face-to-face instruction.

The revisions also update committee membership, replace outdated certification responsibilities with an emphasis on faculty guidance and professional development, and establish expectations for regular meetings, periodic review of guidance, and annual reporting to the Academic Senate. Importantly, the DLC is expected to regularly review the Distributed Learning Policy and associated guidance, identify areas requiring revision, and recommend updates to the Academic Senate as needed. These responsibilities establish an ongoing process for maintaining relevant and effective policies rather than allowing them to become outdated through prolonged inactivity.

Together, these changes are intended to restore the DLC as an active faculty governance body with continuing responsibility for evaluating and improving policies and practices related to instruction with a significant online component.

Attachment:csub.edu/academicprograms/_files/Fall_2026_Spring_2027_Guidance_Instructional_Modalities_Feb_2026.pdf

Distribution List:

President
Provost and VP for Academic Affairs
VP for Student Affairs and Strategic Enrollment Management
AVP for Faculty Affairs
AVP for Academic Affairs and Dean of Academic Programs
College Deans
Dean of Libraries
Dean of Extended Education and Global Outreach
Interim Executive Director for Antelope Valley
Department Chairs
General Faculty

Approved by the Academic Senate: October 22, 2026
Sent to the President: October 30, 2026
President Approved:

Fall 2026 & Spring 2027 Guidance: Instructional Modalities

FACE TO FACE	ITV	ASYNCHRONOUS	SYNCHRONOUS	HYBRID	SCHEDULER USE ONLY
FTF "Face-to-Face"	**ITV "Instructional Television"**	**A1 "Fully Online"**	**S1 "Zoom"**	**S2 "Hybrid" (FTF and Online)**	**FTF + S1 "Flex"**
Class meetings Face-to-Face on campus at scheduled times	Class meetings Face-to-Face at Main Campus with televised instruction for AV Campus at scheduled times	Online course (24/7) via Canvas with no scheduled meeting times.	Class meetings via Zoom at scheduled times.	Class meetings Face-to-Face at scheduled times and online (via Zoom or Canvas).	Course offered via two sections, one FTF and one via Zoom (S1), scheduled at the same time* ***These two sections require shared enrollment capacity and shared workload; same instructor.**
Class Note: 0545 Students in this class will meet in person at CSUB at the time and place listed. Students will be expected to attend all class sessions in person in a classroom at the university.	**Class Note: 0551** Students in this class will meet in person at CSUB Main Campus or at AV Campus at the same time. Students are expected to attend all class sessions in person in a classroom at the respective location as listed for CSUB Main Campus and AV Campus.	**Class Note: 0546** This class will be fully online. Students in this class will receive all course content on Canvas. This class does not have an assigned meeting time, and there will be NO scheduled meetings for this course.	**Class Note: 0547** Students in this class will be expected to attend Zoom sessions during the scheduled meeting times.	**Class Note: 0557** This class is partially face-to-face and partially online. Students will meet in person at the time and place listed and will also have online course content on Canvas. **OR** **Class Note: 0558** This class is partially face-to-face and partially online. Students will be expected to attend all class sessions in person or on Zoom as scheduled.	**Class Notes:** Use Class Note 0545 for FTF section Use Class Note 0547 for S1 (Zoom) section
Delivery: Face to Face	**Delivery:** Instructional Television (ITV)	**Delivery:** Canvas	**Delivery:** Zoom	**Delivery:** Face to Face and Canvas **OR** Face to Face and Zoom	**FTF Delivery**: Smart Flex Classroom **S1 Delivery:** Zoom
Classroom: Yes	**Classroom:** Yes	**Classroom:** None	**Classroom:** None	**Classroom:** Yes	**FTF Classroom:** Yes, Flex Classroom **S1 Classroom:** None
Meeting Days & Time: Yes	**Meeting Days & Time:** Yes	**Meeting Days & Time:** None	**Meeting Days & Time:** Yes	**Meeting Days & Time:** Yes	**Meeting Days & Time:** Yes
Examinations: Classroom	**Examination:** Classroom	**Examinations:** Canvas ***Instructors are responsible to set a window for start and end time (Recommend at least 24-36 hours)**	**Examinations:** Canvas	**Examination:** Classroom	**FTF Examinations:** Classroom **S1 Examinations:** Canvas
Grading platform: Canvas	**Grading platform:** Canvas	**Grading platform:** Canvas	**Grading platform:** Canvas	**Grading platform:** Canvas	**Grading platform:** Canvas
SOCI: Paper or Online by Request	**SOCI**: Paper or Online by Request	**SOCI:** Online	**SOCI:** Online	**SOCI:** Paper or Online by Request	**FTF SOCI:** Paper **S1 SOCI:** Online
Modality Change: Modality can be shifted to A1, S1, or S2 with permission of Dean	**Modality Change:** Modality can be shifted to A1 or S1 with permission of Dean. Cannot change modality to FTF.	**Modality Change:** Cannot change modality	**Modality Change:** Modality can be shifted to A1 with permission of Dean. Cannot change modality to FTF, ITV, or S2.	**Modality Change:** Modality can be shifted to A1 or S1 with permission of Dean. Cannot change modality to FTF.	**Modality Change:** Modality can be shifted to either A1 or S1 with permission of Dean. Cannot change modality to FTF or ITV.

Face to Face	ITV	ASYNCHRONOUS	SYNCHRONOUS	HYBRID	SCHEDULER USE ONLY
FTF "Face-to-Face"	**ITV "Instructional Television"**	**A1 "Fully Online"**	**S1 "Zoom"**	**S2 "Hybrid" (FTF and Online)**	**FTF + S1 "Flex"**
Use FTF section numbers **Main Campus: 01-29, 80-99** *Note: 34-39 reserved for COMM, CSUB & ENGL*	**Use ITV section numbers** **Main Campus: 50-54, 80-99** *Note: 34-39 reserved for COMM, CSUB & ENGL* **Shared Workload:** Manually adjust	**Use Online section numbers** **Main Campus: 60-64** **Shared Workload: 70-74**	**Use Online section numbers** **Main Campus: 60-64** **Shared Workload: 70-74**	**Use FTF section numbers** **Main Campus: 01-29, 80-99** *Note: 34-39 reserved for COMM, CSUB & ENGL*	**Use FTF and Online section numbers** **Main Campus FTF: 01-29, 80-99** **Main Campus Online: 70-74, 80-99** *Note: 34-39 reserved for COMM, CSUB & ENGL* **Shared Workload:** Manually adjust
AV Campus: 30-33	**AV Campus: 55-59** **Shared Workload:** Manually adjust	**AV Campus: 65-69** **Shared Workload: 75-79** Manually adjust	**AV Campus: 65-69** **Shared Workload: 75-79** Manually adjust	**AV Campus: 30-33**	**AV Campus: 75-79** **Shared Workload:** Manually adjust
PS Instruction Mode: P	**PS Instruction Mode:** TV	**PS Instruction Mode:** OL	**PS Instruction Mode:** OL	**PS Instruction Mode:** HY	**PS Instruction Mode:** P for FTF section **PS Instruction Mode:** OL for S1 section
PS APDB Learn Mode: Face to Face: 09	**PS APDB Learn Mode:** Fully Synchronous: 04	**PS APDB Learn Mode:** Fully Asynchronous: 01 **Rarely Used:** Asynchronous with FTF meeting for orientation/mid-term/final exam e.g. Nursing: 03	**PS APDB Learn Mode:** Fully Synchronous: 02 **Rarely Used:** Synchronous with FTF meeting for orientation/mid-term/final exam. Can meet intermittently and less frequent than bi-weekly: 04	**PS APDB Learn Modes:** FTF + ASYNC (24/7 Online): 05 **OR** FTF + SYNC (Scheduled Zoom): 06 ASYN + SYNC: 10 ASYN + SYNC with intermittent FTF for orientation/mid-term/final exam: 11	**PS APDB Learn Mode:** 09 for FTF section **PS APDB Learn Mode:** 02 for S1 section
Course Attribute: IMCS & FTF	**Course Attribute:** IMCS & ITV	**Course Attribute:** IMCS & A1	**Course Attribute:** IMCS & S1	**Course Attribute:** IMCS & HY	**Course Attribute:** IMCS & FTF **OR** IMCS & S1
		Course Attribute: FONL & AB386			
Space Type: 1-Lec or 2-Lab	**Space Type:** 1-Lec or 2-Lab	**Space Type:** 3-non capacity	**Space Type:** 3-non capacity	**Space Type:** 1-Lec or 2-Lab (FTF) 3-non capacity (OL)	**Space Type:** Refer to pages 17-20 of the Schedule Instructions Guide for Flex (single component)
					Space Type: Refer to pages 21-26 of the Schedule Instructions Guide for Flex (multiple component)
Facility ID: Required	**Facility ID:** Required	**Facility ID:** WEB **Facility ID:** Required for rarely used FTF meeting days and times	**Facility ID:** WEB **Facility ID:** Required for rarely used FTF meeting days and times	**Facility ID:** Required	**Facility ID:** Required SmartFlex Classroom **OR** Web (Zoom)
Days & Time: Required	**Days & Time:** Required	**Days & Time:** None	**Days & Time:** Required	**Days & Time:** Required	**Days & Time:** Required
Class Note: 0545	**Class Note:** 0551	**Class Note:** 0546 + create your own Class Note for additional details	**Class Note:** 0547 + create your own Class Note for additional details	**Class Notes:** 0557 **OR** 0558	**FTF Class Note:** 0545 **S1 Class Note:** 0547

NOTES: Department ASC enters/updates:

- **Departments may create Class Notes in the free format field, specific to their course instructional delivery. These can be created in addition to standard class notes by using the "+" button in the class notes section.**
- PS Instruction Mode, Location, Attributes & Values, Facility ID, Meeting Times, Space Type, Class Notes, Units, Course Fees, Campus Restrictions, Independent Study Courses – Instructional Modality varies; use IMCS Attribute and applicable Value (FTF, ITV, A1, S1, S2)

California State University, Bakersfield

Distributed Learning Policy

The central tenet of this document is to ensure the consistent academic quality of all online/ hybrid courses and programs offered through California State University, Bakersfield. Online and hybrid instruction may allow the University to more fully achieve its mission by addressing such factors as the large service area, diverse student population, expected enrollment growth and limited space on campus. The faculty has a collective responsibility to ensure the academic quality and integrity of all courses, programs and degrees. In all circumstances, excellence in academic instruction is the clear responsibility of the University and should both inform and guide all administrative decisions.

Definitions

- **Face-to-Face Course** - A course in which an instructor delivers all course content in real time with students present in the same location. .
- **Web Facilitated Course** – A Course that uses web-based technology to supplement what is essentially a face-to-face course. No scheduled face-to-face class sessions are normally replaced with online activities.
- **Hybrid (Blended) Course** - Course that blends online and face-to-face delivery in which students attend class session on campus and in an online class.
- **Online Course** - Course where most or all of the content is delivered online. There are commonly no face-to-face meetings.

Application

This policy shall apply to all credit-bearing courses, concentrations, minors, majors, and certificate programs offered by CSUB through online and hybrid instruction, as defined above. Any academic department or faculty group offering credit-bearing courses, concentrations, minors, majors, and/or certificate programs must meet the Western Association of Schools and Colleges (WASC) requirements and be guided by all applicable policies, including this policy, established by the University. All asterisk (*) indicates either language or guidelines specified by WASC (Western Association of Schools and Colleges, 2009).

Basic Principles

1. Because CSUB values academic freedom and encourages instructional innovation, the faculty has the collective responsibility of ensuring academic quality and integrity for all courses, programs and degrees.
2. Online and hybrid courses and programs shall be consistent with the educational mission of CSUB.*
3. Online and hybrid instruction represents an optional mode of instruction that may be considered by an individual faculty member, a faculty group, and/or academic department. Nothing in this policy shall imply that online and hybrid instruction is the preferred mode of instruction.
4. If a faculty member or faculty group is interested in moving a traditional course to a hybrid or online mode, permission from the department should be obtained.
5. The Dean has the responsibility to determine the maximum amount of online instruction assigned to each faculty member each quarter, taking into account the best interests of the department.
6. Faculty and students have the right to be informed about the modes of delivery and technological requirements for each course offered by CSUB. Students will have timely access to this information.
7. The University will offer appropriate training and support services to faculty who choose to teach online and hybrid courses.* In particular, faculty will be given sufficient time to design, assess, and modify course materials and methodology for the online and hybrid courses. All classes offered through online and hybrid instruction will be approved, assessed, and evaluated in accordance with University policy for traditional modes of instruction.
8. The University shall offer appropriate support services to students taking online and hybrid courses (Allen & Seaman, 2010).

Curriculum and Instruction:

1. The faculty of a given academic program will assume responsibility and exercise oversight of its online and hybrid courses ensuring both the quality and integrity of instruction.* These responsibilities includes selecting monitoring and evaluating all faculty teaching online and hybrid courses. In the event course visits are utilized as part of the evaluation, evaluators are reminded that the individual faculty shall be provided a notice of at least five (5) days that a course visit is to take place (Collective Bargaining Agreement, Article 15.14, 2012). Also, consultation between the faculty member being evaluated and the individual who visits his/her course is required. In addition, faculty

must adhere to best practices for online instruction (e.g., Palloff, R., & Pratt, K., 2011) and use technology that assures ADA accessibility.

2. All online and hybrid courses will provide the opportunity for substantial and timely interactions between faculty and students, between students and students, as well as students and course content.
3. Ownership of all intellectual property shall be governed by the Collective Bargaining Agreement (Article 39) and the "Academic Senate of the CSU Policy on Intellectual Property, Fair Use, and the Unbundling of Ownership Rights". It is assumed that faculty members have ownership of their work products unless a prior written agreement exists. In addition,
4. The University shall not contract with any private or public entity to deliver online and hybrid courses or programs without consultation of the relevant faculty, program, and dean. Neither will the University deliver that entity's online and hybrid courses or programs in place of, or in addition to, CSUB courses without consultation of the relevant department or program

Faculty Support:

For courses offered through online and hybrid instruction, the University shall ensure that:

1. The development and utilization of online and hybrid instruction must not be used to reduce or eliminate tenure-track faculty positions.
2. A faculty member may offer office hours electronically after consultation with and approval of the department chair and dean. The promptness and level of student interaction should be comparable to face-to-face office hours. Office hours will be in accordance with Faculty Handbook Section 303.1.3.
3. Class size and faculty workload will be determined following University and departmental standards after consultation with the faculty member, the department chair and the Dean, and must take into account the level of interaction between faculty and students. All hybrid and online courses must provide for appropriate and personal interactions between faculty and students.
4. Because online and hybrid instruction involves the use of technologies and teaching methods which requires specialized training, instructors wishing to offer online and hybrid courses will either successfully complete training or demonstrate proficiency in teaching online or hybrid courses.

Facilities and Resources Support:

1. The University shall provide appropriate information, support and training to faculty for compliance with the Americans with Disabilities Act.

2. Faculty choosing to use non-university-supported resources (e.g. third-party servers, non-university-supported software) must state in their syllabus that the University will not provide technical support for those resources. These faculty are responsible for compliance with all principles of this policy, including reasonable, technical support for students and ADA compliance. Faculty who use University supported resources will be provided with technical support of these resources and have the responsibilities to secure the support.
3. The notification process for online and hybrid courses will identify the course mode (online or hybrid) in the class schedule in order to assist in resource planning.

Student Support

For courses offered through online and/or hybrid instruction, the University shall ensure that:

1. Students have access to appropriate facilities and equipment necessary to support online and hybrid courses.*
2. Students will have sufficient access to library resources and necessary support in the use of those resources, including research techniques.
3. Students are provided with necessary technical support, during evenings and weekends as well as "regular" operating hours in conjunction with the university's posted hours, to resolve problems encountered with University supported technologies while enrolled in online and hybrid courses.*
4. Students in online and hybrid instruction programs have access to accurate and necessary information such as program goals, requirements, academic calendar, and faculty.
5. Students are provided with adequate access to the range of student services appropriate to support the online and hybrid courses offered by the University, including outreach and pre-admission advising, application for admissions, enrollment/registration, financial aid and payment arrangements, academic advising, tutoring, career counseling and placement, personal counseling, and disability services.*
6. Students are provided with adequate bookstore services for securing books, course-packs, course-related supplies and materials.*
7. Students are provided with an adequate means for resolving student complaints and grievances.*
8. Students are provided with reasonable and cost-effective ways to participate in the institution's system of student authentication.*
9. Students have unrestricted access to an online syllabus that is available 24/7.

Evaluation and Assessment

1. The Program Review process at CSUB shall be used to evaluate the educational effectiveness of online and hybrid instruction courses and programs. All academic program reviews will assess the achievement of student learning outcomes by mode of delivery.
2. The review and evaluation process will compare the outcomes from online and hybrid courses with those from similar campus-based courses.*
3. The review and evaluation process will assure that the online and hybrid courses at CSUB conform to prevailing quality standards in the field of online and hybrid instruction.*
4. The University will develop or provide systems for online course evaluation. In accordance with University policy and the faculty collective bargaining agreement, student evaluations shall be required for all classes taught by faculty.

Academic Integrity

1. Even though the academic integrity of a course is ultimately the responsibility of the faculty member teaching the course and their department, the University will provide training in the best practices for promoting academic integrity in online and hybrid instruction environments. The University through the Faculty Teaching and Learning Center (FTLC) will inform faculty involved in online and hybrid instruction about the variety of assessment tools, the relative level of security of these assessments and methods for limiting students' use of unauthorized resources. The University will provide criteria for ensuring student identity.
2. Consistent with the University policy on academic integrity, reasonable safeguards shall be in place to prevent academic dishonesty.
3. Faculty are responsible for adhering to CSU's Intellectual Property Policy and CSUB's Acceptable Use Policy (California State University, 2003).

Distributed Learning Committee

1. The University will create a Distributed Learning Committee to implement, oversee and enforce the policies contained in this document.
2. The Distributed Learning Committee will have the following characteristics:

a) Membership: The Distributed Learning Committee will consist of the following members: (1) 1 faculty member elected from each of the academic schools; (2) 1 faculty member, appointed by the Provost and Vice President for Academic Affairs; (3) the Director of Instructional Development; (4) 1 Dean elected by the Council of Deans; and (5) an undergraduate and graduate student selected by ASI (see CSUB Senate Resolution 2011-

2012 RES009). The majority of the faculty members on the committee will have experience in online teaching and learning.

b) General Duties: The Committee will monitor issues that arise with regard to the University Policy on online and hybrid instruction and shall, as it considers appropriate, (1) refer a particular issue to the Academic Senate for the development of policy or (2) develop a policy on a particular issue itself and then refer the proposed policy to the Academic Senate. The Distributed Learning Committee shall monitor and report annually to the Academic Senate on online and hybrid instruction trends and issues on the campus. Most importantly, the committee will determine how to certify faculty wishing to teach online and hybrid courses.

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