



Elizabeth G. Lobo, Ph. D.
Provost and Vice President for Academic Affairs
Office of the Provost

February 10, 2022

Since May 2020, SMU Global and Online (GO) and the Office of Curricular Innovation and Policy have worked with stakeholders across campus to establish university-wide guidelines and policies around online learning. From these efforts the University is now implementing the following Course Modality Definitions, Training Requirements for Online Faculty, and Online Program and Course Development Processes. Additional University-wide guidelines and policies around online learning may be implemented in the future.

Course Modality Definitions

University approved course modality definitions support stakeholders in several ways. Shared definitions allow the College or School to select the best modality or modalities for a course. They assist students in choosing the modality that best suits their needs, and allow marketing, admissions, advising, and other support services to discuss courses across Academic Units in a simplified way.

Please use the [SMU Course Modalities](#) document when planning and offering courses. These definitions were developed and approved by a group of stakeholders representing faculty, academic leadership, registrar, online education, academic technology, libraries, and others, and were approved by the Data Governance Committee and the Provost's Office. The course modality types are On-Campus, Off-Campus, Hybrid, Online, Remote, and Distance. Please refer to the [SMU Course Modalities](#) document for contact hours, location, development process, governance, compliance, and quality assurance details on each modality type.

If you have questions about the definitions, please contact [Michael Robertson](#) or [Bobby Lothringer](#).

Training Requirements for Online Faculty

Only faculty certified to teach online by SMU GO may develop or teach a course in the Online or Hybrid modality. To become certified, faculty are expected to complete a two-part training series delivered by SMU Shared Services and the Quality Matters (QM) Consortium. The first training is titled *Introduction to Canvas*. The second training is a 2-week online course delivered by QM titled *Teaching Online: An Introduction to Online Delivery*.

This training requirement was recommended and approved by a group of stakeholders, led by Associate Provost for Faculty Success Paige Ware and then-CTE Director Michael Harris, representing faculty, academic leadership, information technology and others. There are currently over 450 faculty certified to teach online at SMU. Faculty can check if they are currently certified to teach online by looking at their training record in my.SMU. To register for online certification training, please submit your [Intention to Teach Online](#) form to SMU GO.

If you have questions about the training requirement for online faculty, please contact [Kimberly Rutigliano](#) or [Michael Robertson](#).

Online Program and Course Development Processes

Please refer to the [Online Program and Course Development Processes](#) document in any discussions about launching a fully online or hybrid program or course. These processes, administered by SMU GO, were established with input over the past two years from online learning stakeholders across the University. They ensure that every online program or course launches only after a rigorous evaluation of its business case occurs and University-wide quality standards are met. They also ensure that every development project be allocated the appropriate level of instructional design and multimedia resources throughout the project's lifecycle.

If you have questions about the Online Program and Course Development Processes, please contact [Kimberly Rutigliano](#) or [Michael Robertson](#).

Sincerely,

Sincerely,



Elizabeth G. Loba, PhD
Provost and Vice President for Academic Affairs
Southern Methodist University
<https://www.smu.edu/provost>

World Changers Shaped Here