Chair Guide: Distance Education Guidelines for Department Chairs

This document provides Department Chairs with important information regarding Fully Online and Blended, courses offered at SUNY Broome. Below are guidelines that the Department Chair should keep in mind when scheduling a course that uses the Blackboard Learning Management System.

Blackboard Course Shell Generation

Make sure that your faculty member has completed the required Blackboard 1-2-3 training offered by the Teaching Resource Center prior to scheduling them to teach an online or blended course.

WHY?? Blackboard course shells are generated only for those courses assigned to an instructor who has completed the required Blackboard and has been marked as such in Banner.

Protocol for Naming Online or Blended Course Sections

Be sure to properly use the Y (fully online) or B (blended) designator when adding fully online or blended course sections to the tally.

WHY?? This notifies the students, advisors, other faculty and the Instructional Designers that a course is at least partially online.

Changes to the Course Tally

Refrain from making changes to instructor assignments of online or blended courses within one month of the beginning of the semester if at all possible.

WHY?? Changes in the teaching schedule after Blackboard course shell generation can result in loss of content and unintentional sharing of intellectual property. If changes must be made, please notify the affected faculty members and the Teaching Resource Center.

Identifying Synchronous Components in Online Courses

Be sure to add a section comment on the tally if a fully online course contains a synchronous component.

WHY?? This lets students know prior to registration that the online course is not 100% asynchronous and that it may include proctored exams, lab, clinical or field experiences, face-to-face or virtual meetings, chat, or other synchronous components that require participation at a specific time.

Online@SUNYBroome

Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.