

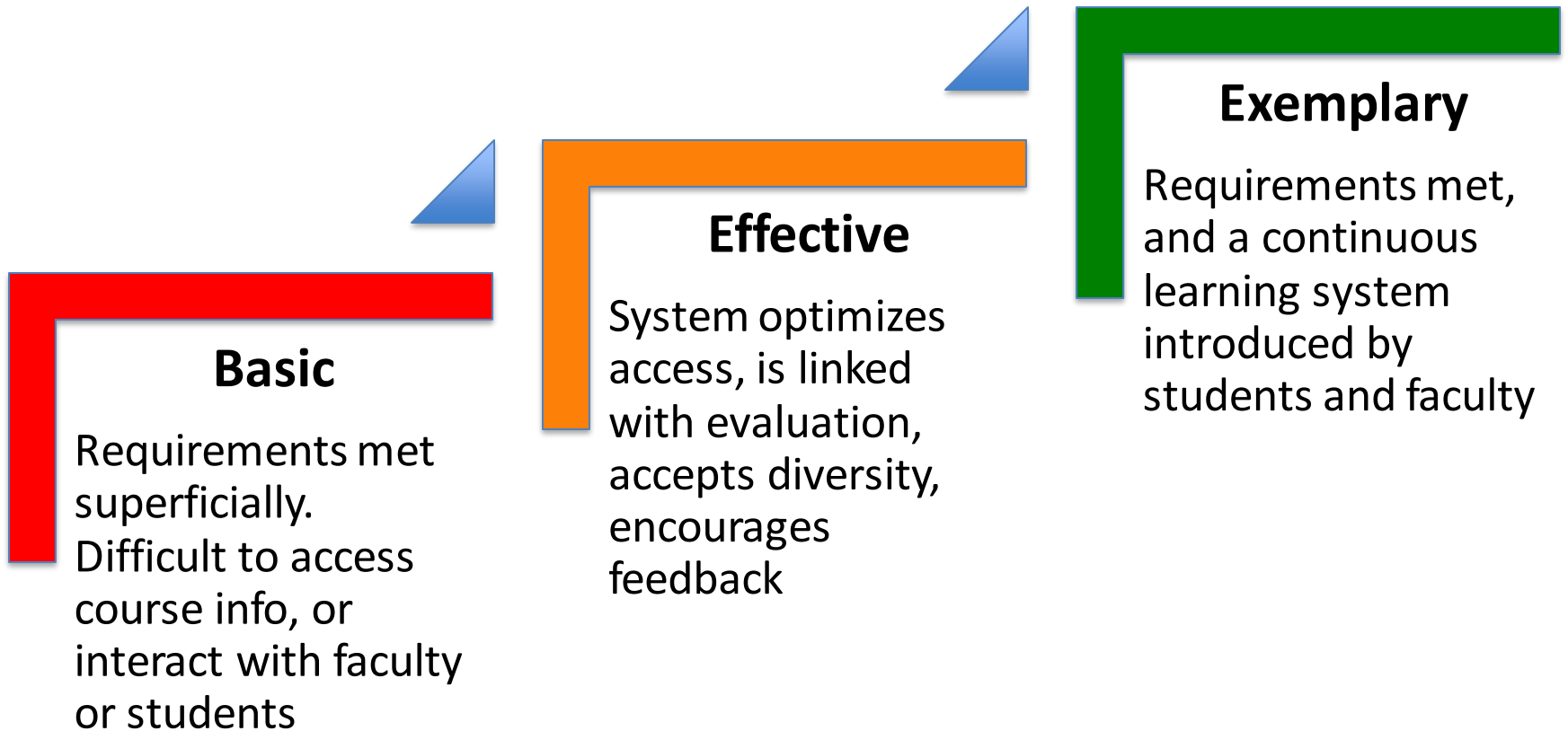


**HIGHER EDUCATION COMMISSION**

# **Online Education Manual**

22 April 2020

# Quality Tiers of Online Education



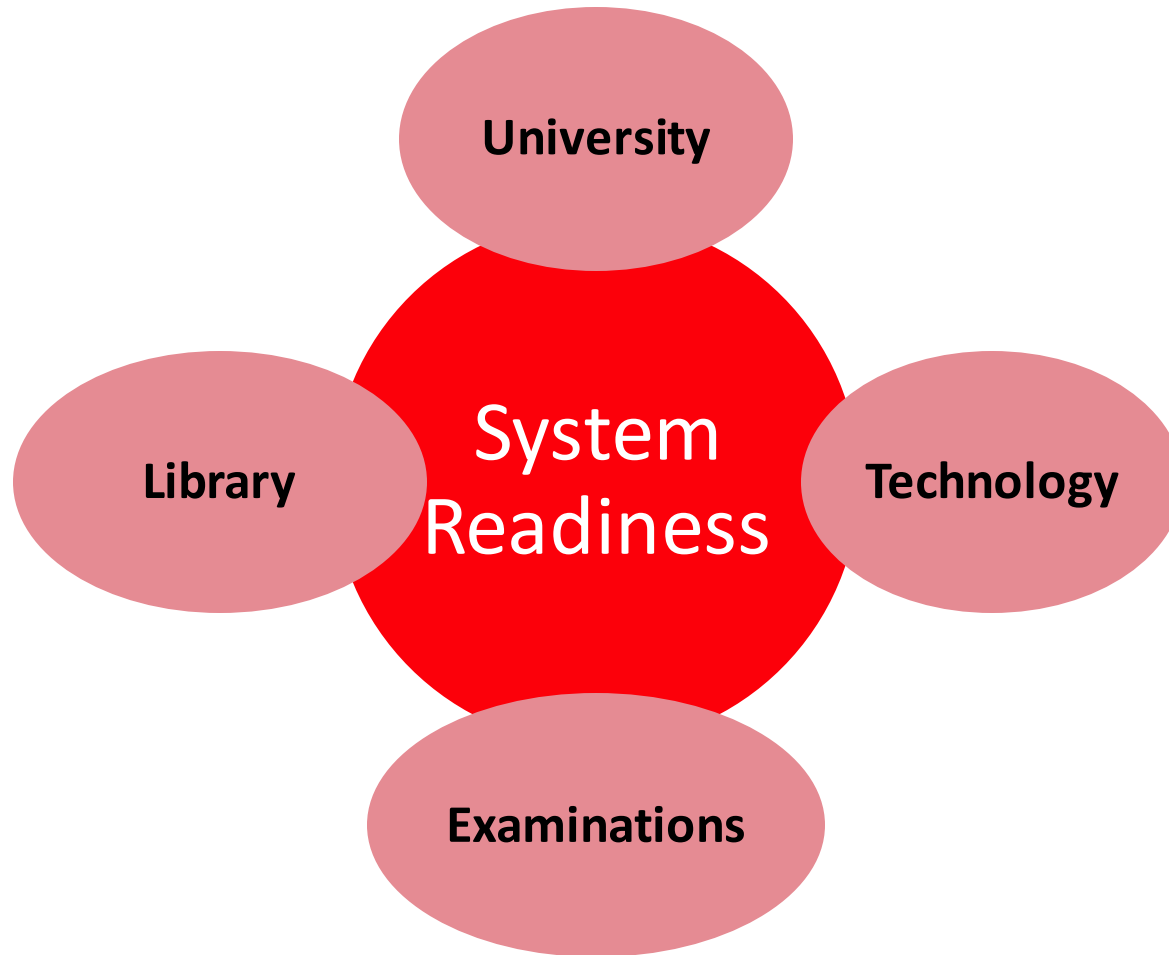
# Online Readiness

- HEC uses the concept of "**online readiness**" to assess quality of online programs
- Online Readiness is measured in terms of a set of targeted requirements for online programs.
- The targets cover (a) the online system, (b) the online class.
  - The Online System: the university, the library, the technology, and the examination.
  - The Online Class: the course, the faculty, the laboratory, and the student.

# Online Readiness



# System Readiness



# The University

- The university should have an Online Education Policy, and SOPs for approval of online courses.
- There should be a Learning Management System (LMS) to provide information, track progress, and coordinate activities, and governance system for decision-making and adjudication of complaints.
- A dedicated system of governance for online programs, e.g., an "Online Academic Council" (or OAC), which will approve online courses, certify online faculty, and adjudicate disputes or complaints

# University

## Policy

- Explicit policy on approval process
- SOPs for authorizing online courses

## Governance

- Academic Online Committee (AOC)
- Approval plus adjudication

## LMS

- Software system
- Operational and effective

# Library

PERN

- PERN subscription is valid
- SOPs are clearly posted

Digital

- Valid Digital Library Subscription
- University's Catalogue Online

Distant

- Students can access from home



# Technology

## LMS

- LMS Software installed
- Tested and operational

## Classes

- Class Software selected
- Distributed to faculty/ students

## Library

- Tested for digital content
- Distributed to faculty/ students

# Evaluations

## Exams

- Intro, Objectives, Textbooks
- Assignments

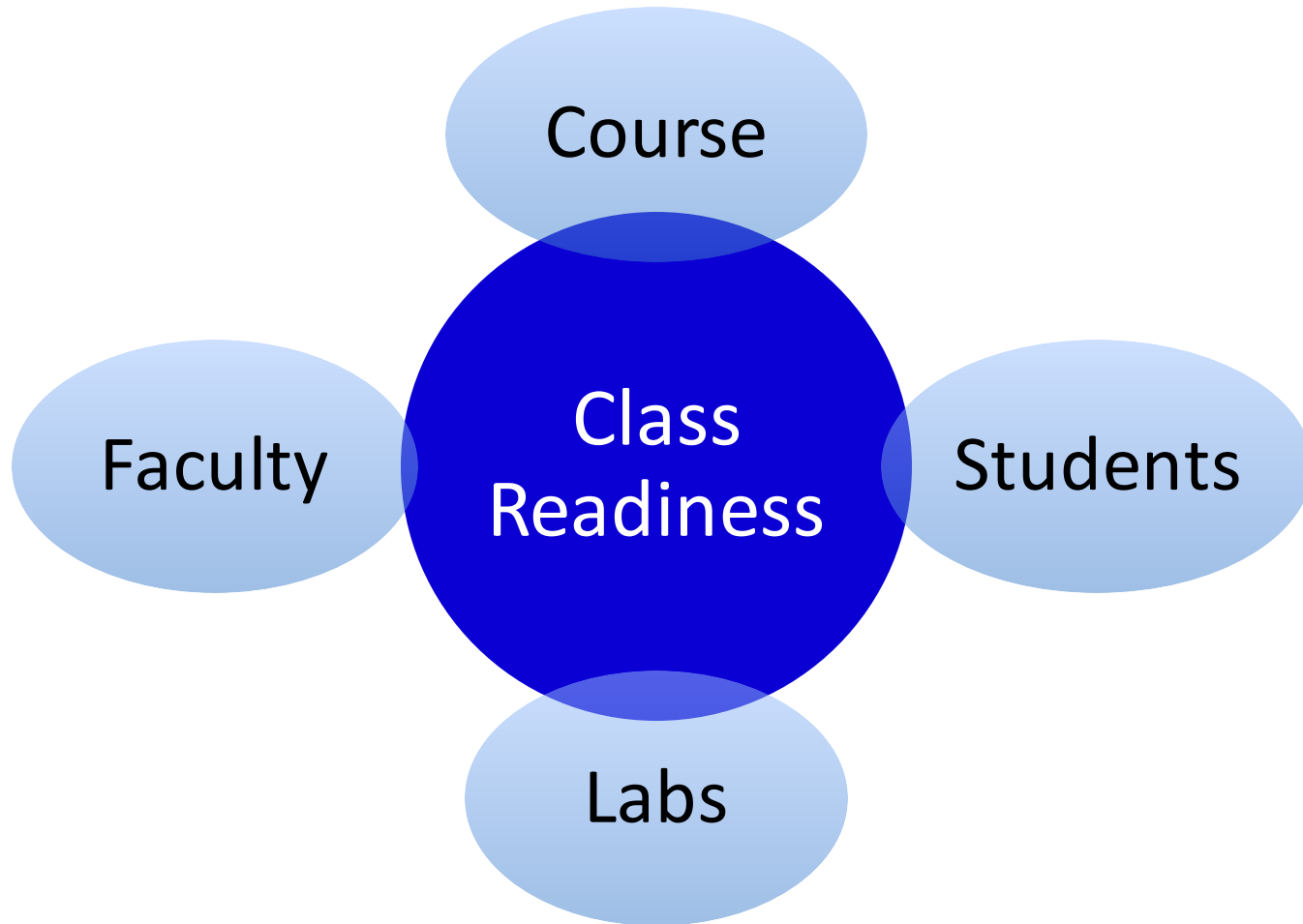
## Assignments

- Title, content, readings
- Link

## Other

- Grading policy
- Other rules

# Class Readiness



# Course Elements

## Description

- Intro, LOs,
- Textbooks, Assignments

## Lesson Plan

- Lesson schedule, readings
- Date/time, assignments

## Rules

- Grading policy
- Any other rules

# Course Readiness

Item	Please upload on LMS before start of course
Introduction	About one page, giving the background for the course
Learning Objectives	6-8 bullet points, as specific as possible, ideally of a type that could be converted into exam questions
Textbooks	At least one textbook, published in past 5 years, covering the state of the art. The teacher's responsibility is to give students a framework for comprehending written material.
Grading System	The purpose of a grading system is to incentivize students to act in ways that will enable them to be successful in their careers: e.g., study, solve problems, write, participate, understand, and communicate.
Other Rules	E.g., prerequisites, attendance, online rules, etc.
Logistics	Key dates, venue, timing, office hours, contact information
Assignments	Please list the schedule of when assignments will be due
Lesson Plans	Divide entire course into lectures, giving the title, brief description (if possible), required readings, and assignments.

# Faculty Readiness

## Training

- Take a recommended course
- Get IT help to do a test run

## Revise

- Revise syllabus for online
- Restructure lesson plan

## Support

- Get student feedback
- Address concerns

# The Faculty

- Online teaching completely different from face to face teaching. Challenges, opportunities, techniques, and supportive resources.
- Need to raise quality of teaching generally, but special attention needed for online teaching
- Recommendations:
  - Require faculty members who wish to offer online instruction to take a training course (online of course) on this subject. The OAC (or equivalent body) should satisfy itself that this has been done.
  - Request faculty members to do a dry run of the course to test the system for any unforeseen problems.

# Laboratory Classes

## Virtual

- MOOCs
- Drone usage

## Delay

- Postpone lab classes to summer
- Allow make up classes later

## Homework

- Assign practical work at home
- Create Discussion groups



# Student Readiness

## Access

- Coverage Map
- Taleem Bundle

## Devices

- Do student have devices
- Offline material

## Support

- Survey of student needs
- Support systems

# Student Connectivity Issues

- Students have identified a number of issues: confusion, poor quality of course material, poor quality of instructors (at least for online teaching), poor Internet connectivity, especially in remote areas, and lack of access to the Internet.
- We are dealing with it in two big bundles, the quality bundle, and the connectivity bundle.
- Quality bundle: focus on online readiness
- Connectivity bundle: focus on taleem package

# Teledensity

Cellular Subscribers	3G/ 4G Subscribers	Telephone Subscribers	Broadband Subscribers
165 million	75 million	3 million	78 million
78.16%	35.90%	1.16%	36.86%

*Source: PTA (updated on December 2019)*

# Policy Guidance

1. General Information on COVID-19
2. Guidance not for faculty and staff
3. Technical support arrangements
4. Government announcement of 26 March
5. Online Readiness

# Future Policy Guidance

6. Online course approval system
7. Cyber security and technology options
8. Exams and evaluations
9. Laboratories
10. Student Access and Connectivity
11. Course and syllabus design
12. Library and Resource Access

# Conclusions

- VCs need to take responsibility
- If you are not ready, please interrupt and get things ready before restarting
- Please announce your online policy/ SOPs
- Please delegate responsibility for approval of courses for online delivery
- Please appoint focal point/ POC for (a) COVID, (b) Online Courses, and (c) Technology
- Please take the data challenge seriously.