Basic Level e-Learning Courses Polices
Imam Abdulrahman Bin Faisal University

● Introduction

The University board approved in its 45th session on 17\3\1437and in its 53rd session on 2\2\1438 to develop e-learning courses on the basic level for the first year of the academic program as a fundamental condition to update any academic program or create a new one. Hence, this document includes the policies regarding developing e-courses on the basic level.

● The below table includes some of the terms used in this document with an explanation for each term:

Term	Definition
The Deanship	It is the Deanship of E-learning and Distance Learning at Imam Abdulrahman Bin Faisal University.
The Department	Any Department that submits a new or updated academic program to be electronically developed on the basic level.
The Academic Program	A group of courses that grant a Bachelor's degree upon completion.
Basic Level e-Courses	It is the first level of the e-learning levels that aims at developing and teaching e-courses with all its learning elements from the materials, activities and assessments, without any change to the attendance policy for the face to face lectures.
Teaching e-Courses	They are the e-courses created on the LMS at the beginning of each semester. Faculty members and students are enrolled on them through PoepleSoft. These courses are used in the teaching process, they have all the learning content, students interact through them, solve quizzes and assignments.
Master e-Courses	E-courses created by the deanship that act as a template or a model for the e-courses development process. They do not have any content or students and all development processes by the faculty members happen on them. When development finishes, they are approved by the department and become the main version of the e-courses where all teaching courses are copied from at the beginning of each semester.

Term	Definition
Project/ Academic Program Coordinator	The person responsible for following up the work progress in addition to identifying, with the help of college or department administration, course coordinators and the faculty members participating in the development.
Course Coordinator	A person assigned by the college administration to be in charge of managing course development process, reviews and quality checking of the e-courses in coordination with the faculty members participating.
Basic Level Quality Standards	A group of international standards "19 standards" that aim at maintaining quality to develop e-courses. The university adopted these standards for the basic level.
Learning Management System	It is the official learning management system used by the University "Blackboard".

1. Blackboard is the university's official learning management system to publish and teach e-courses.

2. The university owns the copyrights for the e-courses developed by the Deanship of e-learning and Distance Learning.

3. Any college that has a new or updated academic program is committed to develop all first-year courses electronically on the basic level in cooperation with the Deanship of E-learning by sending an official request to the Dean using form number (8 - 4) "E-learning Requirements Checklist" found in "Creating New Academic Program" guide.

4. The college/ department specifies the faculty members participating in the e-courses development project.

5. The college/ department assigns a coordinator for the academic program that will be developed and a coordinator for each course.

6. The Deanship is committed to creating a master course on Blackboard, the official LMS for each course to be developed.

7. The Deanship of E-learning and the college/ department agree on a time-framed plan for the e-courses development project.

8. The Deanship is committed to provide training programs for the faculty members in order to qualify them with the needed knowledge and skills to develop and teach the basic e-courses.

9. Faculty members participating in the development acquire the needed competencies to develop and teach basic level e-courses through the resources the Deanship provide.

10 Faculty members develop e-courses in accordance with the standards the university adopted to maintain quality of the basic level e-courses development. **Attachment (1);** Basic e-Courses Development Standards at Imam Abdulrahman Bin Faisal University.

11 Faculty Members are committed to copyright rules and regulations when using any of the text, visual or audio resources in accordance with the University policies.

12 Building the course based on the Basic Level standards for e-courses development at Imam Abdulrahman Bin Faisal University, which includes:
- General outline and basic information "Start Here, Course Information"
- Learning objectives for the course and for each lesson
- Learning steps for each lesson
- Learning content
- Learning activities
- Assessment

13 Faculty members have the right to use any additional tools or softwares the college/ department provides on the condition that it meets the technical specifications stated by the deanship and be compatible with e-learning systems.

14 The deanship is committed to reviewing all master courses during the development process to check the quality standards for developing basic level e-courses and create reports with this.

15 The department forms an academic committee to review and approve the e-courses that have been developed on the basic level before getting the final approval from the department.

16 After finishing all development processes and approve the e-courses, the course remains accessible to the course coordinator for any future improvements or updates.

17 The Deanship is committed to copying all the contents of the master courses to all sections of the teaching e-courses on the LMS at the beginning of each semester.

18 Faculty members must use the developed e-course in the teaching process even if they did not participate in the development.

19 The Deanship provides a number of practices and suggested guidelines to facilitate teaching and maintain the quality of the e-courses.

20 Faculty members must ensure at the beginning of each semester that all contents of the master course have been copied to the teaching course, in addition to checking the functionality of all the links, discussions, assignments and assessments within the course.

21 Course activation requirements for teaching and supporting students include:
- Managing the teaching process using the e-course
- Activating learning activities
- Following up with discussions
- Supporting and replying to queries
- Providing assessment and feedback

Attachment (2); Course Activation Requirements for Teaching and Supporting Students.

22 After teaching is finished, if there are any recommendations to improve the master course, faculty members should submit a report with all their comments to be discussed and agreed upon with the coordinator and course development committee.

23 The Deanship makes a survey to measure the students' satisfaction about the e-learning environment and the benefits gained. The college/ department urges its students to provide feedback to the survey which is applicable after the first year of teaching the e-course.

24 The Deanship has the right to review the quality of the teaching e-courses based on the basic level standards and communicate with the related persons when needed.

25 Faculty members have the right to keep an archived version of their course on their private computers to refer to them in the future.

26 Each college submits a request to the Deanship in order to re-review the master courses that have been modified or improved. This should take place at least one month before the new semester and the improvements must be indicated in the request.

27 The college should finalize all the modifications and improvements on the master courses at least one month before the beginning of the semester.

• Course Coordinator Responsibilities

1 Manages and organizes all development processes and updates that happen to the master courses.

2 Manages and implements all the recommendations and comments provided by the Deanship based on the quality review in accordance with the standards.

3 Provides a copy of the final learning material uploaded to the course in editable versions (not visible to the students) inside the master course.