

ACADEMIC POLICY/PROCEDURE TRACKING CHART

Proposed Policy: Online Code of Conduct
Initiator: M. Philion

Date:

1. Policy Proposal submitted to Executive Board (EB) President
 - a. Rationale
 - b. Submit 3 hard copy and 1 electronic to EB President 10 business days before CIP meeting.
2. Executive Board president submits proposal to Curriculum, Issues and Policy (CIP) Chair
3. Policy approved by CIP Committee
(If not approved, CIP Chair to notify Initiator)
4. Policy approved by Executive Board
(If not approved, Executive Board president to notify Initiator and CIP Chair)
5. Policy approved by Academic Council
6. Policy approved by Academic dean
7. Internal Dissemination of Approved Policy:
Note: distribution may be either print or electronic, at the discretion of the Dean's Office

JB 10/7/2013

JB 10/7/2013

JA 10/8/2013

JB 17 Oct 2013

JB 28 Oct 2013

JLB 10-28-13

- Initiator
- Dean of Academic Affairs Office
- Academic Affairs Division

Online and Hybrid Course Student Code of Conduct

To establish a safe space in the online classroom, students need to agree to uphold specific expectations for conduct online.

1. Maintain an appropriate tone and stay on topic to extend productive discussions. Respectfully disagree with ideas. Do not attack peers or the instructor because their ideas are different from or contrary to your own. Exhibit sensitivity to others when discussing issues and avoid name calling and other put downs.
2. Respect the diversity of opinions expressed by the instructor and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print, or containing multiple exclamation points or question marks may be considered unprofessional and a form of verbal abuse.
3. Be open-minded. Believe you can learn from the diversity of perspectives in the class. Attempt to think "outside the box" to present new ideas and perspectives.
4. Respect the privacy of your peers. Do not republish (i.e. cut and paste content from our discussions to other social networking forums) or discuss conversations that take place in our classroom site
5. Support classmates in their learning process. No teasing or making fun of peers.
6. Only attach information (i.e. documents, images, videos, etc.) that is appropriate to the educational setting.
7. Submit work that follows the appropriate conventions of English (i.e. spelling, grammar, sentence structure, word choice, etc.) to ensure that postings clearly communicate your ideas.
8. Maintain an environment free of harassment, stalking, threats, abuse, profanity, insults, or humiliation for the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.
9. Abide by all rules and regulations published by QVCC with regard to academic honesty and plagiarism and agree to be subject to disciplinary actions as described in the Student Code of Conduct.

MINIMUM COMPUTER SKILLS FOR ONLINE and HYBRID CLASSES

Use Blackboard to

- Communicate with instructor and classmates (Emails and announcements)
- Participate in discussions
- Find course content
- Turn in Assignments
- Take tests or other assessments

Basic Computer Skills:

- Upload or download files, extract all files
- Create folders
- Save documents, spreadsheets, etc. to folders and external devices, compress folders
- Troubleshoot computer and software issues by using technical support
- Update operating system and add-on programs required to view files
- Attach documents to emails and assignments
- Use word processing software to save files in readable format
- Use specific software required for various courses (publisher software)
- View PowerPoint presentations