**Resolution Establishing York College Governance for Courses in Hybrid or Asynchronous Online Format**

Whereas, under the oversight of the York College Curriculum Committee, the training of instructors for online and hybrid courses has been overseen by the Instructional Technologist through the Faculty Online/Hybrid Course Development Program hosted by CTLET with faculty mentors, a system that has successfully served the interests of the faculty and the students in maintaining a high quality of instruction,

Whereas individuals with expertise in academic technology have the necessary experience and knowledge to oversee matters of instructional design and quality of delivery for online or hybrid courses,

Whereas the charge of the York College Committee on Instruction and Professional Development, as defined in the York College Charter (2015) is to:

1. Recommend policy in all areas dealing with teaching effectiveness, instruction, and related areas,

2. Establish and review assessment measures and best practices that support excellence in classroom instruction and professional development for faculty,

Whereas the York College Committee on Instruction and Professional Development is responsible for the oversight of the evaluation of instructors at York College,

Be it hereby resolved that oversight of the initial design and delivery of courses that have been moved from traditional to online or hybrid format will be the responsibility of York College Committee on Instruction and Professional Development in conjunction with the Center for Teaching, Learning and Educational Technologies. The Committee on Instruction and Professional Development and the Center for Teaching, Learning and Educational Technologies will maintain a list of online courses that have been offered and a list of faculty that are recommended to teach online courses.

Department chairpersons shall work with the Center for Teaching, Learning and Educational Technologies to ensure that instructors hired to teach course sections in hybrid or asynchronous online formats shall, prior to teaching an online course, have completed training in online instruction offered by the College or University, have presented documented, verifiable evidence of equivalent training at another institution, or whose expertise in online teaching has otherwise been verified by the Center for Teaching, Learning and Educational Technologies. Faculty will work together with the Center for Teaching, Learning and Educational Technologies and experienced mentors to receive continuing support and training in the use of appropriate online instructional techniques.

The Center for Teaching, Learning and Educational Technologies will work with the York College Committee on Instruction and Professional Development to develop guidelines for mentoring and observing online instructors.

In emergency situations, in which a course has already been designed but instructors are hired with little time before a course begins, departmental chairpersons will coordinate with the instructor and the Center for Teaching, Learning and Educational Technologies to provide emergency training and support to the instructor.

Relevant Policies and Procedures regulating online course syllabi, assessment and institutional support outlined by the Curriculum Committee in 2003 remain in effect, have been amended to reflect the practices outlined in this resolution and will be appended to this resolution. These responsibilities will be assumed effective the date that this resolution is approved by the College Senate.