

Altamash Institute of Dental Medicine

Department of Medical Education

Name of Policy	Online Education
Policy Reference #	AIDM/DME/OEd/01
Version No:	01

Prepared By:	Department of Medical Education
Approved By:	Chairman Academic Council & Principal
Policy developed:	11 th April 2023
Date of Issue	30 th May 2023
Total Pages	04
Custodian	Department of Medical Education

Revision No.	Reviewed by	Date Reviewed Date/Month/Year	Description of Change (if Any).
01			

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1. Purpose

The Online Education Policy provided by Jinnah Sindh Medical University applies to all faculty and staff engaged in the delivery of online education courses or classes, and students registering for, enrolled in, and receiving credit for online education courses or programs at Altamash Institute of Dental Medicine (AIDM)

The administrative policies and procedures for online learners are the same as those that govern the on-campus students.

2. Scope

The scope of this policy includes undergraduate, postgraduate and continuing professional development programs being offered by AIDM.

3. Membership in Online Education Committee

The term of membership is one academic year to be renewed by the Principal, AIDM. All members will be approved by the competent authority of AIDM. The committee will be chaired by the Principal or Vice Principals.

4. Policy statement

4.1. Governance

The Academic Council (AC) oversees the quality of online academic courses. The role is to certify online courses after approval from respective department heads (DH). Every online course must be approved by the AC before it is offered. The Council reports directly to the Chair of Academic Council (Principal, AIDM).

4.2. Accessing Course Content

Courses will be delivered primarily through a learning management system and online platforms such as Google Classroom, MOODLE, Zoom, Microsoft Teams etc. The department of Information Technology is responsible for ensuring that the platform contains no barriers, is user friendly, has no ethical issue, no threat to confidentiality of data and is both usable and accessible by everyone. All students enrolled in online courses must have active Google email accounts or institutional accounts if required.

4.3. Assigning Credit-Hour Value to an Online Course

Ordinarily, an online course will be directly comparable to a specific on-campus course. The appropriate academic authority (normally, the Medical Education Department with Department Head) will verify the level of parity between the online and the on-campus course and will assign to the online course the same credit-hour value as held by the corresponding on-campus course. In the case of a new course, the credit-hour value will be established by review of the course syllabus according to the HEC criteria. Online courses will be assigned credit hours based on time spent in asynchronous or synchronous means of instructional

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interaction.

4.4. Online Attendance Policy

Student attendance in online classes maybe based on **active participation** or logging in the class with the student identity. Online classes should have a mechanism for student participation, which can be documented by any one or all of the following:

- Login
- Completion of tests or quizzes
- Submission/completion of assignments

The student is solely responsible for checking updates related to the class.

4.5. Online Faculty/Student Communication Policy

The institutional head should develop a communication policy at the beginning of the semester/ academic year and disseminate it through the AIDM website.

4.6. Assigning a Faculty Member to Teach an Online Class

The head of the department is responsible for assigning facultymembers to teach online classes according to the policy of the respective accreditation bodies.

4.7. Online Instructor Qualification Policy

All faculty teaching online classes must have attended a training program offered by the department of IT & Department of Medical Education.

Certificates need to be issued to the faculty for attending the training programs.

4.8. Intellectual property right

The originality of the teaching material is the sole responsibility of the individual facultymember and not of the Institute

4.9. Course Evaluation

The online courses will be evaluated during and after completion of the course as per AIDM policy for regular on campus face to face sessions.

5. SOPs for Review and Approval of Online Courses

The Academic Council (AC) is to ensure the quality assurance process for online courses recommended by the Higher Education Commission.

The procedure given below should be followed:

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5.1. The AC should initially meet once a week and then it can decide the frequency based on work load.

Every Departmental Head for all constituent institutions must:

- 5.2. ensure that every course follows the guidelines given by HEC for 'Course Readiness' (please consider Forms A & D as checklists)
- 5.3. adjudicate disputes and complaints received from students and faculty
- 5.4. certify the suitability of every course (Form A)
- 5.5. send the certified course to the DH for final approval and certification
- 5.6. If the DH finds a course unsatisfactory he sends it back to the concerned Module coordinator for improvement. This must be a documented process. *Under no circumstances must an unsatisfactory course be put online.*
- 5.7. Once the DH finds a course to be satisfactory, s/he fills and signs the course satisfaction form (Please refer to Form B) and emails it to the AC.
- 5.8. The DH uploads the course/learning material in the designated space on Google class created by the in-charge IT
- 5.9. During the meeting, the AC reviews and approves (or otherwise) the courses that are submitted by the DH.
- 5.10. If the AC finds the course to be satisfactory, the AC Chair will sign the AC certificate of clearance (Form C) and email it to the relevant DH.
- 5.11. if the AC finds the Course to be unsatisfactory, the committee will inform the DH who will then take it back to the concerned faculty for corrections and resubmission
- 5.12. The secretary AC maintains the minutes of the meetings and circulates them to all AC members with copy to the QEC, DME and the Principal AIDM.
- 5.13. The AC will randomly review teaching material and if the AC finds the teaching sessions to be unsatisfactory, the committee will inform the DH who will then take it back to the concerned faculty for corrections and resubmission
- 5.14. The QEC will conduct the evaluation of all online courses and submit a summary report to the respective DH.

6. Responsibilities:

The policy ownership lies with the Academic Council, AIDM.

7. Revision/Modification History & Frequency:

7.1. Review Policy

The policy will be reviewed if new guidelines are issued by the regulating and controlling authorities. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.


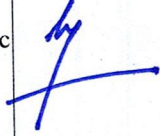
7.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. Director QEC and DME would determine the percentage of revision in consultation with the custodian of policy.

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Responsibility for Implementation	Department of Medical Education			
Version No:	01			
Date of Last Revision	NA			
Date of Issue:	30 th May 2023			
Total Pages	03 pages			
	Name	Designation	Signature	Date
Developed By:	Dr. Shaur Sarfaraz	Director Medical Education		25 th May 2023
Approved By:	Professor Dr. Hasnain Sakrani	Principal & Chairman Academic Council		26 th May 2023

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Appendix

Forms for evaluation of teaching material

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FORM A

This is to be used by the heads of departments (HoD) to evaluate courses. Once s/he finds a course satisfactory, the HoD should email the form given below to the IH.

CHECKLIST FOR ONLINE COURSE READINESS

Every course must have a course description which must include the following information and rating:
 KEY: 3= good, 2 = satisfactory, 1 = unsatisfactory, 0 = not applicable

Please tick in the cell that is closest to your opinion. If a course is graded 1 in more than one category, it must be scrutinized by the QEC. Such a course must not be sent to the DH.

	Criteria	3	2	1	0
1	Introduction to the course with aim , relevance and outcome				
2	Learning Objectives				
3	Course pre-requisites				
4	Attendance and its monitoring policy. Attendance requirement				
5	Guidelines, Rules and contact hours				
6	Time tables/ schedule				
7	Readings/ Bibliography				
8	Quality of video lectures/ sessions				
9	Quizzes/ tests <ul style="list-style-type: none"> • Formative • End of course exam (summative) 				
10	University grading policy (if required)				
11	Procedure for course evaluation				
12	Certification eligibility and process				

Final decision (please tick in front of any one):

- No changes needed and can be offered.
- Needs minor corrections and can be offered
- Needs major revision and cannot be offered in the present form

Name and Sign of certifying authority: _____

Date: _____

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FORM B

This is to be used by the DH to certify courses. If the DH finds a course to be minimally satisfactory, he/she should email the form below to the Chair AC.

COURSE SATISFACTORY CERTIFICATE

I hereby certify that the following course is satisfactory in quality and should be uploaded for implementation.

1	Department Name	
2	Program Title	
3	Academic year	
4	Course Title	
5	Course Duration	
6	Course Starting date (proposed)	
7	Course Ending date	

Name of the course Director: _____

Signature: _____

Date: _____

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FORM C

This is to be used by the AC to certify courses. If the AC finds a course to be minimally satisfactory, he/she should email the form below relevant DH for uploading.

COURSE CLEARANCE CERTIFICATE

I hereby certify that the following course is satisfactory/ unsatisfactory in quality and should/ should not be uploaded for implementation.

1	Name of the Department	
2	Program Title	
3	Academic year	
4	Course Title	

Academic Council Chair Name: _____

Sign: _____

Date: _____

FORM D:**FORM FOR REVIEWING AN ONLINE LECTURE/VIDEO/ TUTORIAL**

This form is mandatory for use by the respective Department Head or his/ her nominee for approving the online teaching readiness. The filled form and the record of approval/rejection should be maintained by the DH. The AC may ask for the record if required.

Every lecture should be reviewed on the following aspects:

KEY: 3= good, 2 = satisfactory, 1 = unsatisfactory, 0 = not applicable.

If a lecture is graded 1 in more than one category, it must be scrutinized by the head of the department. Such a lecture must be revised and re-reviewed.

	Criteria	Standards	3	2	1	0
1	Introduction	There is a slide/statement informing the rationale of the lecture and how the lecture topic is related to prior and future learning				
2	Learning Objectives	Learning objectives are aligned with the course outcomes				
		Learning objectives are clearly defined and measurable				
3.	Content	aligned to the learning objectives				
		appropriate for the level of the learner				
		based on current (up-to-date) knowledge				
		explains the concepts that are presented in textbooks (1) and is more than that in the textbook (2) with references (3)				
4.	Organization	The content of the session is logically presented				
5.	Presentation Slides	The text is readable (font size & color do not make it difficult to read)				
		The slides are not very busy i.e. overloaded with text / pictures				
6.	Video Recording	Clear and audible				
		smooth, without unnecessary pauses, word repetitions or other technical issues				
7.	Voice	Is clear, understandable and audible				
8	Readings	Relevant and Additional readings are listed				
9	Quiz/ test	The quiz/test is relevant to the content.				
		Feedback is given on the quiz/test				

Final decision (please tick in front of any one):

- No changes needed and can be offered.
- Needs minor corrections and can be offered
- Needs major revision and cannot be offered in the present form