

## College Operating Procedures (COP)



**Procedure Title:** The Division of Teaching Innovation, Faculty Development, and Online Learning: General Course Operating Procedures  
**Procedure Number:** 03-0805  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy  
Florida Statute  
Florida Administrative Code

**Procedure Actions:** Adopted: 09/19/14; 09/25/15

**Purpose Statement:** The Division of Teaching Innovation, Faculty Development, and Online Learning (TIFDOL) provides programs and services that empower instructors, students, and staff members to use technology to enhance teaching and learning at the college.

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### **Guidelines:**

**Semester Start Procedures:** Teaching in the online and blended environments requires timely, clear, and effective communication from instructors. Instructors must be proactive in providing information on course requirements and expectations. Instructors agree to follow the TIFDOL Guidelines regarding semester start procedures.

**Course Procedures:** Instructors must provide timely feedback in order to address student questions, concerns, and to keep students apprised of their progress in the course. Instructors are expected to maintain a presence in their course by responding to all student inquiries and providing timely grading. During the semester instructors are expected to follow TIFDOL Guidelines regarding course communication and grading.

**Course Closing Procedures:** Students taking online and blended courses expect and deserve timely grade reporting. At the end of the term instructors are expected to follow TIFDOL Guidelines regarding final grade submission and course conclusion.

The most updated version of TIFDOL Guidelines is available at <http://www.fsw.edu/tifdol>.