# Online Course and Instructor Certification

- Keywords: Online, certification, instructor
- Policy Number: KC-ACA-3205
- Originally Issued: April 2015
- Revised: May 2022 to include QCR Process
- Effective Catalog Cycle: N/A
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Academic Affairs

## Policy Statement

Any online, for-credit course with an attribute of Online Synchronous (OS), Online Asynchronous (OA) or any for-credit hybrid/blended (OC) course meeting on campus four times or less during a term must be approved to be taught online by the responsible department, school, or college. Courses approved to be taught online must be certified through the UM System Quality Course Review (QCR) process prior to being listed in the schedule of courses. Instructors teaching courses with these attributes must complete the UM System Online Teaching Certification prior to teaching an online course at UMKC. UMKC recognizes online course and instructor certification as a best practice and as evidence to meet Higher Learning Commission accrediting standards outlined in the "Council of Regional Accrediting Commissions (C-RAC): *Interregional Guidelines for the Evaluation of Distance Education.*"

## Reason for Policy

The Higher Learning Commission (HLC) and the National Council for State Authorization Reciprocity Agreements (NC-SARA) have adopted the "Council of Regional Accrediting Commissions (C-

RAC): *Interregional Guidelines for the Evaluation of Distance Education*" as the standards by which online programs are evaluated and accredited. Nine specific categories are identified and cover all aspects of online program delivery and assessment. Demonstrated compliance with these guidelines is a requirement for regional accreditation through HLC and membership into SARA. Membership into SARA is a requirement for online programs to be offered outside of the state of Missouri. Lack of compliance with these guidelines can lead to loss of institutional accreditation or other significant penalties and sanctions. Third party rankings, such as the U.S. News Ranking of Online Programs, use evidence of compliance with the C-RAC guidelines to review and rank institutions.

## Who Should Read this Policy?

Full-time and adjunct faculty teaching online and other online instructors, schedulers, registrar's office, evaluation groups

## Instructions, Procedures and Related Information

UMKC Online

Council of Regional Accrediting Commissions (C-RAC): *Interregional Guidelines for the Evaluation of Distance Education*

# IV.        Contacts

UMKC Online

Physical Location: Administrative Center Room 355, 5100 Rockhill Rd, KC, MO 64110-2446 Website:

# Exclusions

None

# History & Updates

None

# Appendices

Council of Regional Accrediting Commissions (C-RAC): *Interregional Guidelines for the Evaluation of Distance Education*