

CASP009- E-LEARNING POLICY

STATUS	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Continuation of Existing Policy <input type="checkbox"/> Revised Policy
SCOPE	<input checked="" type="checkbox"/> All CAS <input type="checkbox"/> Some CAS (.....) <input type="checkbox"/> One CAS (.....)
TARGET AUDIENCE	<input checked="" type="checkbox"/> Staff: <input type="checkbox"/> All <input type="checkbox"/> Academic staff <input type="checkbox"/> Non-academic staff <input checked="" type="checkbox"/> Students: <input checked="" type="checkbox"/> All levels <input type="checkbox"/> UG <input type="checkbox"/> PG <input type="checkbox"/> All specialisations <input type="checkbox"/> Some (.....)

1 Rationale and Purpose

Embracing e-learning improves the quality of offerings, allows courses to be delivered more efficiently and provides opportunities to teach in more flexible ways, assisting in the communication of knowledge and its development and exchange. Through e-learning institutions penetrate physically remote audiences, allowing wider knowledge dissemination and opening new markets for profit-making institutions.

The purpose of the policy is to promote, facilitate and support the development of e-learning in CAS and to contribute to the overall vision to be renowned for supporting students' learning across a spectrum of activities, offering them lifelong learning, and truly excellent standards in learning and teaching.

2 Definitions

E-learning:	Using the information technology to create learning experiences.
EASC:	Electronic Academic System Centre

3 Policy Principles and Content

- 3.1 Smart and sustainable integration of learning, teaching, research and administrative issues with Information and Communication Technologies (ICT) is crucial in supporting the implementation and achievement of vision of CAS. In order to make this process feasible and sustainable, careful and goal-oriented planning of ICT integration is needed.
- 3.2 The following detailed principles and aims have therefore been devised from the results of consultation and discussion across the CAS, synthesised with the vision.
- 3.3 The development of e-learning will be directed by pedagogic considerations rather than by the availability of various technologies.
- 3.4 Enhance the student experience through the provision of effective, flexible and engaging learning opportunities that take account of ability, disability, accessibility and learning preferences.
- 3.5 Continue to work towards good and innovative practice in programme design, pedagogy and assessment in support of a flexible, inclusive and accessible curriculum; accessible curriculum;
- 3.6 Develop a range of approaches to learning and assessment that utilise high quality, flexible learning spaces, information resources, modes of delivery and technologies to meet the needs of a diverse student body and enable all students to progress on their learning journey
- 3.7 Develop and promote employer partnerships and opportunities for work based learning, placements and field work
- 3.8 Support staff and students in the effective use of technology to enhance learning by investing in:
 - a. Effective staff development and support, including factoring e-learning activity into workload agreements
 - b. The provision and maintenance of appropriate hardware and systems; and
 - c. Appropriate organisation and infrastructure developments
- 3.9 CAS recognises that the developing use of technology to enhance learning has potential resource consequences, particularly in the areas of IT hardware and software, staff development and student support. Implementation of this policy will not necessarily require resources greater than our current yearly investments in these areas, but rather consolidates our intentions and aims regarding technology enhanced learning.
- 3.10 Ensure the technology used is appropriate to the nature and objectives of the academic programs, and make sure that available tools of e-learning are used effectively.

- 3.11 Ensure giving e-learning its original meaning, introducing blended and online programs for staff, students and community in general.
- 3.12 CAS will continue to invest in staff development provision to support and enhance the opportunities for staff to develop their engagement with e-learning technologies.
- 3.13 CAS will support research and development activities that seek to further our knowledge and understanding of e-learning pedagogy, and work with other organisations, nationally and internationally, to develop and share best practice. CAS will recognise and reward innovation in the use of e-learning technologies
- 3.14 To ensure that the technical and organisational infrastructures support staff and students in their use of e-learning technologies, CAS shall continue to:
- a. Provide and maintain hardware, software, systems and network infrastructures that enable effective use of e-learning technologies.
 - b. Take account of staff and student feedback, including issues of accessibility and disability, in developing strategies for procuring, providing and maintaining hardware, software and systems relating to teaching and learning.
 - c. Research and develop means for sharing learning materials amongst staff and students.

4 Legislative Compliance

- Regulation of Colleges Applied Sciences 62/2007
- Ministerial Order No. 39/2012

5 Supporting Materials

- Sultan Qaboos University (Centre for Educational Technology)
- The e-Learning Guild's Handbook of e-Learning Strategy

6 Appendices

N.A.

7 Approval Agency: Board of Trustees

8 Approval Dates

This policy was originally approved on: []

This version was approved on: []

This version takes effect from: []

This policy will be reviewed by: []

9 Policy Sponsor: Director General of CAS

10 Contact: Directorate General of CAS