CASPP009- E-Learning Policy Procedures

1. Purpose

The aim of these procedures is to promote, facilitate and support the development of E-Learning for a more effective teaching and learning process.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

CAS: Colleges of Applied Sciences

DG: Director General of CAS

LRC: Learning Resources Center

SWOT: Strengths, Weaknesses, Opportunities and Threats

CWT: Central Working Team that includes Program Directors and the E- Academic Center at the Directorate General of CAS.

E-Learning Committee: includes E-Learning administrators at the college level with a representative from each academic centre.

3. Procedures

First: General Procedures for Implementing E-Learning

1. The college shall provide a virtual learning platform that serves different levels of the learning process such as *Blackboard*, which is designed to support the teaching staff and students in the learning process that can be delivered in and outside classrooms.

نحو تعليم عالٍ ذي جودة عالية يلبي متطلبات التنمية المستدامة
سلطنة عُمان ص.ب:82 روي - الرمزالبريدي: 112 - هاتف 24340580 / فاكس 24340578
Sultanate of Oman, P.O.Box: 82 Ruwi, PC 112, Tel:24340580 / Fax 24340578   www.mohe.gov.om

Page **26** of **94**

2.The college shall offer research databases such as *EBSCO* that includes different types of learning sources such as e-books and e-journals.

3. The college shall offer an electronic library management system such as *Symphony* that provides the LRC with a virtual platform through which the books borrowing and returning procedures are facilitated, and the books information, availability and location are provided.

4. The Educational Technologies Section at the LRC shall set an email at the DG website (http://mail.cas.edu.om) for all staff and students.

Second: Pre-Implementation Study. The College shall:

1. conduct a self-study of the learning management system currently used.
2. check the scope of all types of E-Learning that is aligned with the Vision and Mission.
3. match the strategic plan objectives with the purpose of this policy.
4. conduct a SWOT Analysis.

Third: Analysis of Work Environment. The College shall do the following:

1. Based on the aforementioned report, define the scope of E-learning to be implemented.

2. List all the technologies available in implementing the policy.

3. List the Pedagogic aspects of the framework to be implemented.

4. Clearly define the type of learning and the level to which it can be implemented (Enhanced Learning /Blended Learning/ Online Learning).

5. Determine the skills, challenges and preferred learning methods.

6. Analyse the requirements of all the stakeholders (program students and faculty members) with respect to electronic-supported learning, blended learning and online learning.

7. Distribute responsibilities of E-Learning implementation.

8. Identify the procedures related to courses, workload, and staff training for the implementation of E-Learning.

9. Observe intellectual property rights post implementation.

10. Evaluate all procedures to identify strengths and weaknesses.

Fourth: Implementation of Electronic Supported Learning (Blackboard and E Systems)

1. The Educational Technologies Section at the LRC shall provide every Blackboard user with an ID and a Password.

2. The Course teacher shall upload course content on Blackboard.

3. The Educational Technologies Section shall raise awareness of E-learning and its impact on the teaching and learning process.

4. Heads of Academic Departments shall encourage teachers to utilise all the available tools which can facilitate the students' learning on Blackboard.

5. The LRC shall provide training workshops on Blackboard for new teachers and students.

6. The LRC shall conduct training workshops for students on electronic tools available at the College (Blackboard, E-References, Websites, Email, etc.) at the beginning of each academic semester.

7. The Dean shall establish an E-Learning committee with working groups for E-Learning implementation.

8. The Dean shall supervise the whole process to ensure a smooth transition from traditional learning to an E-Learning approach.

9. The Educational Technologies Section together with the Academic Departments shall identify and activate the available Blackboard tools so that they can be used in the teaching process.

10. Heads of Academic Departments shall direct teachers to encourage students to submit their assignments/projects electronically.

11. Academic Departments in cooperation with E-Learning coordinators at the college shall encourage teachers to use electronic exams instead of paper exams.

Fifth: General Procedures to Establish a Working Group for Implementation:

1. CWT should be formed to manage the E-learning process within CAS colleges.

Sultanate of Oman
Ministry of Higher Education
Directorate General of colleges
of Applied Sciences

سلطنة عُمان
وزارة التعليم العالي
المديرية العامة لكليات العلوم التطبيقية

2. A committee should be formed at the college council level under the leadership of a college level E-learning coordinator, with one coordinator from every department to provide technical support.

3. Administrators of E-learning in colleges are responsible for providing training for users in applying and activating E-learning tools based on the schedule prepared by CWT.

4. The CWT is responsible for the creation of the electronic form of the course/teacher evaluation survey, administering it through the administrators of E-learning in the college.

5. The CWT is responsible for designing necessary guidelines and responsibilities for and when a new model/approach of E-learning is decided upon for implementation in CAS.

4. Supporting Materials

4.1- CAS Executive Bylaws

4.2- Students Handbook

5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures Sponsor

The General Director of the Colleges of Applied Sciences.

8. Contact person

Academic Electronic Systems Centre at DG

LRC in CAS

نحو تعليم عالٍ ذي جودة عالية يلبي متطلبات التنمية المستدامة
سلطنة عُمان ص.ب:٨٢ روي - الرمزالبريدي: ١١٢ - هاتف ٢٤٣٤٠٥٨٠ / فاكس ٢٤٣٤٠٥٧٨
Sultanate of Oman, P.O.Box: 82 Ruwi, PC 112, Tel:24340580 / Fax 24340578   www.mohe.gov.om

Page **29** of **94**