

## Report of the Group Work on Administration of E-Learning

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The group included: Vincent Dalmeyda, Pierre Gedeon, Michel Chammas, Sylvie Devigne, Chawqi Diab and Fr. Antoine Melki as director. It held 2 sessions.

Looking for a wider coverage in the discussion, the group did not use the draft of the law. Discussions started looking to identify quality issues in the administration of the processes before providing an online service, during the offering and its follow up. But since some of the processes cover more than one phase, another dimension was adopted and issues were tackled based their concern: the ministry, the university, the student and the content.

The results of discussion are the following:

- *The Ministry*
  - The Ministry should have a team including a pedagogical engineer, security manager, quality assurance expert, domain expert, and a legal expert.
  - The Ministry should develop processes and procedures to continuously checkup the related policies at the universities.
  - The ministry should provide guidelines on technical issues for the accompaniment of instructors, and should update these guidelines periodically.
- *The University*
  - The university should have a team including a pedagogical engineer, security manager, and a quality assurer, being an office or an expert.
  - The university can offer only courses that it has in face to face (f2f) offering.
    - Should a course be offered in f2f and online, students should take the same exam, just like regular sections in f2f setting.
  - The university should provide the modalities for the fair remuneration of the instructors involved in online teaching.
  - The university should present a charter on responsible use of ICT and bind to it.
  - The university should provide all the needed means to assure quality of internships and applied works.

- *The Student*
  - Should prove efficiency in ICT before joining an online service, preferably from a certified source
- *The Content*
  - Final exams are in common with f2f courses.
  - Transcripts should be transparent on the issue of online i.e. should only show that a course was taken, regardless of the teaching modality.
  - Credits should be transferable since requirements are the same, especially exams.
    - If any resource of massive nature (like MOOCs) is to be used, it should be made clear from the beginning of the course, properly covered, and tutoring provided for.
  - Internships and applied works respect the same rules as in f2f.