

APPENDIX G DISTANCE EDUCATION

I. Distance Education Definitions:

- a. **Course Management System:** A system that allows instructors to manage course content online, such as Blackboard or Moodle.
- b. **Copyrightable Work:** Any creative work that is protected under the copyright laws of the United States. Copyright protection is available for most literary, musical, dramatic and other types of creative works, including computer software, teaching materials, multimedia works, proposals and research reports.
- c. **Online Course Development:**

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- (2) The Office of Distance Learning, in conjunction with the Chair of the Distance Education Committee, will compile an annual report no later than April 30 of each year. This report will review methods and actions taken to meet the various responsibilities described throughout this appendix.

III. Online Course and Program Offerings

- a. New courses or programs offered via distance education shall use the University approval process.
- b. Current course offerings via distance education require the usual course scheduling approval.
- c. All requirements for in-person activities and/or synchronous sessions within a hybrid or online course must be included in the course bulletin. Examples of these requirements include, but are not limited to, proctored exams, synchronous sessions, on-campus presentations, etc.

IV. Unit Responsibilities

a. Department and/or Division Responsibilities

- (1) Each academic department or division must create and maintain a distance education policy for web-based courses and hybrid courses WKDW LV DSSURYHG E\ WKH 3 and submitted by the departments within three months after ratification of this agreement.

- (c) Provide a methodology to evaluate the effectiveness of the distance learning offerings;
- (d) Develop a procedure that ensures adequate advisement for students registering for Internet courses.
- (e) Make recommendations for change and improvement to Internet courses and the supporting infrastructure.
- (f) Items (a) through (e) will be published and provided to the Distance Education Committee within 6 months after the ratification of this Agreement.

b. The Office of Distance Learning Responsibilities:

- (1) Monitor the effectiveness of Internet service providers, delivery of services and compliance with the terms and conditions of any contracts;
- (2) Negotiate, in conjunction with the IT department, contracts with vendors and supervise the purchase of equipment and software necessary to support distance education offerings;
- (3) Provide support and training to faculty using Internet technologies. A plan will be developed and presented to the Distance Education Committee within 6 months after the agreement is signed.
- (4) Provide support and training to students using Internet technologies. A plan will be developed and presented to the Distance Education Committee within 6 months after the agreement is signed.
- (5) Report to the Distance Education Committee and the Provost each semester the number of courses offered, the number of unduplicated faculty, total headcount of students, and number of unduplicated students enrolled in hybrid and online courses, and faculty and student satisfaction for dissemination to the university community.
- (6) Suggest necessary improvements to the Distance Education Committee.

c. The Information Technology Department Responsibilities

Provide reliable access to appropriate technologies, as needed to deliver web-enhanced, hybrid and/or online courses.

d. The University Administration Responsibilities

- (1) Ensure that the technology used is appropriate to the nature and objectives of the course and program offerings;
- (2) Communicate distance education policies to the University community;
- (3) Support the services related to distance education;
- (4) Monitor the training and support for faculty who teach using Internet technologies;

- (5) Ensure that appropriate library resources, technology resources, laboratory facilities, and equipment required by the distance education offerings are provided;
- (6) Within 6 months after the departmental policies have been approved, the Administration will publish and present to the Distance Education Committee and make available to the universi

will need to be agreed upon by the instructor that will be teaching the course, the
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- f. Satellite or Video Conferencing Sites ± Compensation will be governed by class size as defined by Appendix E of the Contract.
- g. Computer-based online class enrollment shall be a maximum of 25. The minimum class size depends upon the Department/Division Chairperson with the approval of the Provost. The
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- h. Original courses developed exclusively for Internet technology may be negotiated by external contract in which CUEs are compensated on a pro-rata basis. Such courses may be funded by an external contract or by various grants.
- i. When a faculty member teaches an online, hybrid, or web-enhanced course using the
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Learning may access the course with notification being given to the instructor that the access has been made or will be made:
 - (1) To provide support to students;
 - (2) To conduct appropriate evaluations, as described within the Contract;
 - (3) To correct system emergencies; or
 - (4) In other cases that may significantly impact university operations, with approval from the Provost.
- j. The university reserves its management right to offer any course using any appropriate delivery method and to assign faculty members to teach those courses. As part of the assignment process outlined in the Assignment Section above, a faculty member can be asked to continue teaching an online course, but cannot prohibit the assignment of that course to another instructor. A faculty member, however, will not be required to provide another faculty member with any online course material he or she developed. The university will compensate the new instructor 1-3 CUEs for preparation of the online course.

VI. Evaluations

- a. The Office of Distance Learning will provide a standard end-of-semester course evaluation, upon request, for any Internet course R I I H U H G W K U R X J K W K H X Q L Y H U V L W \ ¶ system. These evaluations are primarily for the assessment of the instruction and may be used to determine the effectiveness of individual instructors in this teaching modality. The results of the student evaluation will be delivered to the department/division Chairperson and the instructor after the close of the semester. If a department wants to administer a standardized form approved by the department, it may request the services of the Office of Distance Learning, but the Office of Distance Learning is not responsible for the evaluations. The Office of Distance Learning has the right to not administer the evaluations for technical or accountability reasons.
- b. Materials related to the development and implementation of distance education courses, including student evaluations, should be included in the teaching/primary duties portion of faculty portfolios submitted for retention, promotion, tenure, or other awards. Each department

should specify in its Department Application of Criteria what additional materials may be required from faculty teaching distance education courses.

VII. Intellectual Property Rights ±Copyright and Ownership of Materials

a. Governing Philosophies

- (1) The university uses a significant amount of resources to provide and support Internet

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