

## APPENDIX G DISTANCE EDUCATION

### I. Distance Education Definitions:

- a. **Course Management System:** A system that allows instructors and students to interact, share information, and manage 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:** Creating a new course or converting an existing course for delivery through a course management system.
- d. **Course Modalities:**
  - (1) *Campus-Based or Traditional Course:* Course materials, such as textbook(s) and study guide(s), are substantially print-based and the content is primarily facilitated through class sessions scheduled on campus with an instructor. There is little to no requirement for students to use Internet technologies to complete day-to-day course activities.
  - (2) *Web-Enhanced Course:* Course materials include standard print-based materials, but also rely heavily on electronic materials/activities provided online through an interface such as Moodle. The majority of class sessions are scheduled on campus with an instructor. Students are required to use Internet technologies in order to complete various components of the course.
  - (3) *Hybrid (Blended) Course:* Course materials include a significant amount of electronic materials/activities provided online through the course management system. Class sessions include a limited number of scheduled sessions on campus, as well as a significant number of sessions comprised of online activities and interaction with no requirement to physically be on campus. Students are required to actively use the course management system in order to complete the various components of the course.
  - (4) *Web-Based Course / Online Course:* Course is conducted entirely over the web through the use of a course management system. Instructors and students are required to actively use the course management system in order to complete the various components of the course. These courses can be in the following modalities:
    - (a) Asynchronous – where students are not required to be available at a specific time on a regular basis or
    - (b) Synchronous – the classes meet through Elluminate or similar software at regularly scheduled times; however, the student does not come to campus.

- e. **Distance Education:** Instruction provided to off-campus locations. It shall include, but not be limited to, video conferencing, web-enhanced courses, hybrid courses, web-based / online courses, or any combination of these multimedia delivery systems. These systems may be synchronous or asynchronous.
- f. **Online:** A method of delivering instruction or other services through the use of Internet technologies.
- g. **Internet Technologies:** Tools and systems used to establish communication or share information in an online environment. Examples include Moodle, Elluminate, discussion forums, web sites, etc.
- h. **Scholarly Work:** A copyrightable work whose primary goal is to disseminate academic or scholarly knowledge or is a work of artistic expression.
- i. **University-Commissioned Work:** Materials or services developed or provided by an individual who is specifically hired or commissioned by the University for the purpose of developing, maintaining, and/or operating distance education courses as provided by a written agreement between the individual and the University.
- j. **Video Conferencing:** A meeting or instructional session between people at different distance education sites relying on video technology as the primary communication link.

## II. Distance Education Committee

- a. **Purpose:** The Distance Education Committee will assess, recommend, develop, and evaluate activities related to the growth and promotion of distance education at the University. The Committee will also assess the variety, quality, and depth of course offerings, the operation and functions of the Office of Distance Learning, and the policies and procedures of the University referencing distance education.
- b. **Composition:** The committee will consist of 15 members: seven members selected by the Union to represent the College of Arts and Sciences, the College of Business, the College of Health Sciences, the College of Education, the College of Pharmacy, Library and Instructional Services, and the Division of Continuing Education and Non-traditional Programs; five members chosen by the respective Chairperson, director, or Union Chapter President, one each from the following areas: the Union, Information Technology, the Graduate Studies Council, the University Curriculum Coordinating Committee, and the General Education Committee; a member selected by the VP of Enrollment Management and two members selected by the Provost. Staff of the Office of Distance Learning are considered ex officio, non-voting members of the committee. College Deans shall be informed of the membership of the standing committee.
- c. **Responsibilities**
  - (1) The Committee will review activities, identify issues, provide recommendations, and assess trends related to distance education by academic departments and divisions at Chicago State University, as well as outside institutions and agencies.

- (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 that is approved by the Provost's office and submitted by the departments within three months after ratification of this agreement. The Provost's office will determine approval or need for departmental revision within 60 working days after receipt of the policy. If the policy does not provide appropriate content, the Provost with the UPI Chapter President and the Office of Distance Learning will develop a policy. The minimal criteria for a policy should contain the following elements:
  - (a) The courses in a curriculum to be offered via the web;
  - (b) The maximum number of distance education courses (offered by Chicago State and/or transferred to Chicago State) that a student may apply toward a degree;
  - (c) The number of distance education courses a faculty member may teach per term;
  - (d) Criteria for department approval process of courses and curriculum;
  - (e) Method for evaluating Internet courses and curriculum; and
  - (f) Process for selecting faculty to teach Internet courses
- (2) The Distance Education Policy of a department and/or division shall specify in its Departmental Application of Criteria (DAC) considerations of online instruction for the retention, promotion, and tenure award processes.
- (3) Each academic department and/or division in conjunction with the Office of Distance Learning shall:
  - (a) Develop, monitor and review Internet course offerings and make recommendations for change and improvement;
  - (b) Assist faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials;

- (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 university community a plan for implementing clauses 1 through 5.

V. Assignment

- a. Assignments to teach credit-bearing distance education/Internet courses shall be made during the year-long assignment period.
- b. Assignment to teach a distance education/Internet courses shall be based on:
  - (1) The programmatic needs;
  - (2) The faculty member's request, seniority, and basic competency of that faculty member in the functionality and use of the electronic course management program as assessed by the Office of Distance Learning;
  - (3) The appropriateness of the content and/or course as defined by the objectives of the course and its consistency with departmental policy about achieving those objectives.
- c. No faculty member shall be required to teach an online class.
- d. When a faculty member teaches a distance education/Internet course that involves learning new technologies, she/he should seek and be provided with the opportunity to be trained in those technologies. No faculty member shall teach a distance education/Internet course using new technologies without adequate preparation and prior opportunity to prepare materials required using the new technologies.
- e. CUE adjustments for credit bearing distance education/Internet courses
  - (1) Initial Preparation – 3 CUEs will be paid for the time involved in the initial preparation and online construction of any distance education course that organizes and develops appropriate course content including syllabus, special instructions, lectures, notes, instructive diagrams, miscellaneous materials, exams, quizzes and videos. The preparation shall be part of the faculty member's normal yearlong schedule or be compensated as an override if it exceeds the maximum for his/her CUE range.
  - (2) Periodic Maintenance – A faculty member teaching the same online course will be offered an additional CUE as part of the yearlong schedule each subsequent semester the course is offered in order to allow for continuous improvement to the course materials, format, and activities. The maintenance CUE will be paid each term the course is taught; if it creates an override, it will be at the override rate. The override rate also applies to intersession and summer courses.
  - (3) Transfer of Course to Another Instructor – If an online course has been previously developed but will be taught by another instructor, the new instructor will receive 1-3 CUEs based on the amount of work needed to revise the course. The number of CUEs

will need to be agreed upon by the instructor that will be teaching the course, the instructor's Chairperson, and the Provost.

- 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 Chairperson may increase the maximum size with the instructor's permission.
- 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 university's course management system, it is understood that staff of the Office of Distance 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 offered through the university's course management 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 technologies. Given this investment, the university desires to share in any royalties or benefits awarded to materials that made use of these technologies.
- (2) The university shall retain ownership of materials used in hybrid or online courses to guarantee the continuity of the curriculum.
- (3) The university also wants to encourage instructors to develop Internet materials, and understands to do this ownership needs to be shared equally so both parties (the university and the instructor) receive equitable benefits.

### b. All materials created using university resources, such as the course management system, or under assignment of CUEs will be owned equally by the university and the instructor.

- (1) This provides the university the right to continue to offer the course to students or use the online materials in the situation the instructor is no longer able or willing to offer the course.
- (2) The instructor retains the right to use the course materials outside of Chicago State University, as long as conflict of interest is not present if she/he leaves the employ of the university.

### c. Materials cannot be sold or given to an outside agency without the written consent of both the university and the instructor. Any materials capable of receiving royalties will fall under the jurisdiction of the Board of Trustees copyright and patent policies located in the University's Office of Labor and Legal Affairs.

### d. When not receiving CUEs or using University resources, such as the course management system, in the preparation or maintenance of the materials, the faculty or staff member retains all rights to materials.

### e. Exception to Faculty and Staff Rights - If a faculty or staff member is unable to teach her/his Internet course(s) due to illness or personal emergency, automatic permission is given by the incapacitated faculty member for the use of her/his course material to complete the semester's instruction. The department shall identify a qualified member of the faculty to complete the course instruction using the specified course materials. Said permission terminates on either 1) the faculty member's return to the online class or 2) the end of the semester, whichever event occurs earlier.

- f. Should a situation arise where there is perceived conflict between the guidelines outlined here and the Board of Trustees' copyright and patent policies, the conflict is resolved through the interpretation of Board of Trustees' policies located in the University's Office of Labor and Legal Affairs.
- g. Faculty and students creating materials are required to follow the rules and regulations outlined by the US Copyright Office. Questions about appropriate use should be directed to Chicago State University's Office of Labor and Legal Affairs.