

# Cheyney University Policy Number AA-2010-1062

## Policy on Distance Education

**Approved by:** President's Cabinet/ Academic Affairs Council

**History:** Revised -2-17-2009

Additional History -- n/a

**Related Policies:** n/a

**Additional References:** n/a

### A. Purpose

1. The purpose of distance education is to enrich and to increase the availability of the curriculum offerings of the STATE SYSTEM/UNIVERSITIES. The purpose of the parties in adopting this Article is to expand the curriculum offerings of the STATE STEM/UNIVERSITIES, and to promote access to these offerings.
2. The parties agree that the method of classroom instruction with the FACULTY MEMBER and the traditional residential and commuter students in the same room provides the best opportunity for a quality educational experience. Distance education is not intended to diminish that experience.
3. During the term of this Agreement, the STATE SYSTEM agrees not to retrench a FACULTY MEMBER teaching in a department where distance education is being used, when retrenchment is a direct result of distance education. This sub-section applies only to the University at which the retrenched FACULTY MEMBER is employed.
4. Distance education is a part of the approved curriculum and evaluated pursuant to Section F.

### B. Definitions

#### 1. Distance Education

a. Distance Education is defined as instruction where the FACULTY MEMBER(S) and the student(s) are separated geographically so that face-to-face communication is absent; communication is accomplished instead by one or more technological media. This linkage with technology allows real time or delayed interaction using voice, video, data and/or text. Examples of technological methods that can be used singly or in combination include live or recorded visual presentations and material using direct signal or cable transmission by telephone line, fiber optic line, video-conferencing using compressed video, digital, and/or analog video, audiotape, CDROM, computer or internet technology, email, or other electronic means now known or hereafter developed, utilized to teach any course approved by one of the STATE SYSTEM UNIVERSITIES.

For purposes of compensation, online/web-based distance education courses must have eighty percent (80%) of the course instruction delivered online.

b. Distance education does not include the use of movies, filmstrips, videotapes, computers, and their related technologies, or other forms of aural or visual recordings, to the extent that they are used as part of course instruction, by a FACULTY MEMBER who is in the same classroom as the students. However, where a FACULTY MEMBER is in the same classroom as the students, but simultaneous transmission of some form occurs to students in other off campus locations, this Article shall cover both the FACULTY MEMBER in the classroom as well as the education of students at the off campus location. In addition, distance education shall not include instruction at multiple locations on the same campus.

2. Home Site

Home site means the site at which the distance education originates. There may be more than one (1) home site for a distance education course, if more than one (1) FACULTY MEMBER is involved. The site at which a distance education course is recorded or otherwise stored for later transmission or replay shall be deemed a home site.

3. Remote Site

A remote site is any site physically separate from the home site at which a distance education course is received. There may be more than one (1) remote site for a course. If a course, which is recorded or otherwise stored for later replay, is replayed at the same site at which it was recorded, this site shall be the home site for recording purposes and the remote site for replay purposes. Individual website users shall not be considered individual remote sites.

4. Originating FACULTY MEMBER(S)

The originating FACULTY MEMBER(S) may be one (1) or more FACULTY MEMBERS who develop and teach a distance education course.

5. Instructor of Record

For credit-bearing University courses, the instructor of record is the FACULTY MEMBER(S) who has the task of grading students and otherwise supervising the offering of a distance education course. In no event shall a person who is not a FACULTY MEMBER be the instructor of record, except as provided for under Article 7, PERFORMANCE OF BARGAINING UNIT WORK.

C. FACULTY Participation

1. Except where specifically stated in a letter of appointment for a FACULTY MEMBER describing his/her job expectations, teaching through distance education technologies shall be voluntary during the term of this Agreement.
2. Prior to teaching a distance education course, University officials may require FACULTY MEMBERS identified in C.1. to complete appropriate training in distance education instruction or the use of a technology. A FACULTY MEMBER may suggest appropriate distance education training in consultation with his/her department and will be subject to approval by the appropriate University official(s).
3. The STATE SYSTEM shall encourage FACULTY participation in the distance education planning process. The STATE SYSTEM has established a Distance Education Advisory

Committee and APSCUF may appoint three (3) APSCUF representatives to this committee or its successor.

D. Technical and Instructional Support

1. The University shall assure the availability of technical support personnel and materials appropriate to the principal technology and consistent with the FACULTY MEMBER'S prior training and experience.
2. The University shall assure the means for students at remote sites to interact with FACULTY MEMBER(S) (e.g. site visits, voice mail boxes, e-mail, fax and other technological methods of communication).
3. The University shall insure that textbooks and other course materials are available to students at remote sites. Additionally, arrangements shall be made for library access, either through technology or physical access, as appropriate.

E. Course Approval

1. In approving distance education courses, the following criteria shall be applicable: (a) course approval through the traditional academic process; (b) a qualified instructor; (c) use of suitable technology as a substitute for the traditional classroom; (d) suitable opportunity for interaction between instructor and student; (e) suitable evaluation of student achievement by the instructor; and (f) integrity of the evaluation methods used.
2. New credit bearing courses, which may be offered through distance education, must be approved through the normal course approval procedure at the University.
3. Existing credit bearing courses, which may be offered through distance education, shall be reviewed by the department and University curriculum committee, which shall each provide its recommendation to the President or his/her designee. Each University shall develop an expedited procedure to complete this review within thirty (30) days. Such procedure shall be reviewed with APSCUF at local meet and discuss prior to implementation.

F. Evaluation

1. Evaluation of FACULTY MEMBER(S) teaching distance education courses shall follow the same procedures and practices that apply to regular classroom courses identified in Article 12, PERFORMANCE REVIEW AND EVALUATION.
2. For distance education courses, an appropriate student evaluation instrument shall be developed by local APSCUF, the University management and the appropriate student government body as designated by the President, and approved by local APSCUF and the University management at local meet and discuss. The University shall insure that student evaluation instruments are made available to, and completed by, students at all remote sites.

G. Intellectual Property

Ownership of Intellectual Property created through distance education shall be governed by the provisions of the CBA Article 39, INTELLECTUAL PROPERTY.

## H. Compensation

### 1. Base Compensation

Credit-bearing courses taught via distance education during the academic year shall be included in the workload hours pursuant to either Article 23, WORKLOAD AND WORKLOAD EQUIVALENTS, or Article 27, CONTINUING EDUCATION, as appropriate. Credit-bearing courses taught via distance education during the summer shall be paid at the appropriate summer school rate.

### 2. Home Site and Remote Site Instruction

a. A FACULTY MEMBER teaching a distance education ITV/compressed video course during the academic year shall receive his/her base compensation for teaching at the home site. A FACULTY MEMBER teaching a distance education course during the summer shall be paid at the appropriate summer school rate for teaching at the home site. Additionally, the FACULTY MEMBER shall receive a payment of \$250.00 for each remote site and \$15.00 for each student enrolled at the remote site(s). For purposes of the \$250.00 remote site payment, individual web site users shall not be considered individual remote sites. Enrollment will be established on the last day of the add/drop period for that class for that semester.

b. A FACULTY MEMBER teaching a distance education online/web-based course during the academic year shall receive his/her base compensation for teaching at the home site. A FACULTY MEMBER teaching a distance education course during the summer shall be paid at the appropriate summer school rate for teaching at the home site. Additionally, the FACULTY MEMBER shall receive a payment of \$25.00 for each student enrolled in the course. Enrollment will be established on the last day of the add/drop period for that class for that semester.

### 3. Instruction at the Remote Site(s) Only

A FACULTY MEMBER teaching a distance education course during the academic year will receive his/her base compensation for the assigned workload plus a payment of \$250.00 for each remote site. A FACULTY MEMBER teaching a distance education course during the summer will be paid the appropriate summer school rate plus a payment of \$250.00 for each remote site. For purposes of the \$250.00 remote site payment, individual web site users shall not be considered individual remote sites.

### 4. Recording a Course Without a Live Class Present

If a FACULTY MEMBER is requested by management to record a course without a class present and does so, he/she shall receive the workload hours that would have been received had there been a live class present.

### 5. Reuse of a Recorded Course

If a recorded course is reused at any University or elsewhere by the STATE SYSTEM/UNIVERSITIES, by someone other than the originating FACULTY MEMBER, the originating FACULTY MEMBER shall be compensated forty dollars (\$40.00) per student. A recorded course may only be reused with the written permission of the originating FACULTY MEMBER.

6. Course Development Compensation

- a. In addition to the compensation required above, a distance education course development payment of \$800.00 per credit shall be paid the first time an online/web-based course is developed and initially taught beginning with the Fall 2007 semester. Course development compensation is to be paid the first time a FACULTY MEMBER teaches a distance education course. Notwithstanding Section C(1), the FACULTY MEMBER may be required to teach the distance education course up to three (3) additional times during the next four (4) year period.
- b. Similarly, a distance education course development payment of \$400.00 per credit shall be paid the first time an ITV/compressed video course is developed and initially taught beginning with the Fall 2007 semester. Course development compensation is to be paid the first time a FACULTY MEMBER teaches a distance education course. Notwithstanding Section C(1), the FACULTY MEMBER may be required to teach the distance education course up to three (3) times during the next four (4) year period.
- c. If a FACULTY MEMBER has been paid the preparation payment for a specific course within the previous three (3) years, July 1, 2004 – June 30, 2007, he/she would be eligible for a course development payment for the same course only after completing the three (3) year eligibility requirement as defined under the July 1, 2003 – June 30, 2007 faculty agreement Article 42, Section I.6. Thereafter, Section H.6.a.or b. of this section is applicable.
- d. FACULTY MEMBERS who are hired on or after July 1, 2007, solely for the purpose of teaching via distance education, or for the purpose of teaching courses in a program(s) delivered via distance education, shall not be eligible for the course development payment.

**Course Re-development Compensation**

- a. A distance education course re-development payment shall be paid every five (5) years if a given online/web-based course has been taught at least four (4) times during that period by the FACULTY MEMBER and the FACULTY MEMBER is able to document appropriate professional development experiences. Course re-development compensation for revisions in online/web-based courses are as follows: \$100.00 per credit to be paid the first time the FACULTY MEMBER teaches a re-developed distance education course and up to three (3) additional times the course is taught by the same FACULTY MEMBER during the next five (5) year period.
- b. A distance education course re-development payment shall also be paid to a FACULTY MEMBER who assumes responsibility for a section of an online/web-based course developed by another FACULTY MEMBER. Course re-development

compensation for revisions in online/web-based courses are as follows:  
\$100.00 per credit to be paid the first time the FACULTY MEMBER teaches a distance education course and up to three (3) additional times the course is taught by the same FACULTY MEMBER during a five (5) year period.

8. Travel

If it is necessary for a FACULTY MEMBER to travel to a remote site(s) for orientations or other academic purposes, travel expenses shall be reimbursed pursuant to Article 32, TRAVEL EXPENSES.