

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 4 – C

DATE: October 5, 2016

SUBJECT: Externally Funded Tuition Rate Requests

Externally Funded Tuition Rate requests from the institutions are guided by BOR [Policy 5:5:3 Tuition and Fees – Special Course Types](#). Specifically, the policy document requires that an institution’s use of this special self-support rate requires approval from the System Academic Officer further noting that:

1. *Use of this rate has been approved for courses supported by the, Title II, Part A, Improving Teacher Quality State Grants;*
2. *Use of this rate for other courses must be approved by the System Academic Officer before the course is advertised.*
3. *The third party must pay for the instructor's salary (see BOR Policy 2:12 and COHE agreement), course materials, and travel expenses for the instructor.*

When exploring this policy framework further, a number of sections in BOR [Policy 2:12 Distance Education](#) have provided the necessary guidance for managing the development, approval and delivery of courses that draw upon this externally funded tuition rate.

Section 4A: Qualifications and Appointment

1. *Individuals who are not regular faculty members and who are appointed to teach a distance education course must meet the same qualifications as members of campus faculty. All such appointments must have the approval of the appropriate Dean(s) and the Vice President for Academic Affairs prior to employment being offered or the course being scheduled. University policies may also require approval at the department level.*
2. *The person teaching the course and meeting classes must be the individual whose name appears on the grade report (class roster) in the office of the registrar. Any exceptions to this policy must be approved by the Vice President for Academic Affairs.*
3. *Only persons with terminal degrees should teach graduate courses. Only persons with terminal degrees, or in special cases exceptional scholarly qualifications, may teach 700 level courses. In the latter case, exceptions must be approved by the Graduate Dean and Academic Vice President. Each course taught for graduate credit at the 500 or 600 level by faculty who do not hold a terminal degree or graduate faculty standing on a campus must have the recommendation of the Graduate Dean/Director and approval of the Vice President for Academic Affairs.*

(Continued)

RECOMMENDED ACTION

Discussion & Recommendation.

Section 4C – Compensation

Faculty compensation for faculty bargaining unit members teaching off-campus courses is addressed in the collective bargaining contract. Non-unit faculty members teaching off-campus courses shall be compensated under a plan of compensation approved by the Board.

Section 5C – Class Schedules

- 1. The time and place for scheduling distance education classes shall be determined by each institution. The scheduling of courses and programs delivered electronically shall be coordinated through the Electronic University Consortium. The schedule for course and program offerings shall be approved by the Vice President for Academic Affairs.*
- 2. Distance education courses in which instruction is face-to-face shall be offered over a period of time which allows for appropriate levels of instruction and out-of-class study and reflection. The adequacy of calendar and instructional contact time shall be evaluated by the following measures: (1) number of instructional contact hours, (2) number of days on which the instructor meets with the class and (3) the total length of time from the first to the last class meeting. The following criteria shall be considered standards. Any practice that deviates downward from these standards must be approved by the Vice President for Academic Affairs.*

Contact Hours One credit hour for a minimum of fifteen contact hours. A contact hour is 50 minutes of instruction time.

Instructional One credit hour of academic work may be awarded for instruction spanning at least three calendar days.

In those instances where an institution enters into an agreement with a local school district to offer concurrent credit, the fact that the district is providing the instructor with the appropriate credentials addresses the instructional costs incurred by the partner entity. In all other situations, institutions tend to draw upon section 19.5 Overload and Summer Term of the [COHE Agreement](#) when seeking to determine the instructional costs that must be supported financially for unit members.

19.5 Overload and Summer Term

Faculty unit members may not be assigned overload or summer term courses that would interfere with completion of other assigned responsibilities. For purposes of this section, overload or summer term classes include only courses assigned in addition to a faculty unit member's base course load. The administration may only offer contracts for overload or summer courses to faculty unit members whose primary responsibilities are instructional; such additional instructional responsibilities may only be offered to faculty unit members who already carry a full workload of courses for the semester as defined by the department workload document. Faculty unit members who are not under contract to perform externally funded research may be offered course assignments to teach during the summer session. Faculty unit members who accept such overload or summer term assignments will be compensated at the rate of eight percent of academic year base salary for each three credit hour course taught; provided that the rate may be increased by up to two percentage points to address exceptional circumstances. When determining whether additional compensation is warranted, the administration will take into account faculty effort required to prepare and to deliver the course, institutional resources provided to conduct the course and institutional opportunities deriving from the course. Among the factors considered in these connections, without limitation, will be current workload,

extent of necessary new preparation, projected enrollments, availability of assigned assistants, technological resources and market driven limitations on course costs.

This information is provided as background to AAC resulting from an institutional request to eliminate the current requirement for institutions to obtain Board of Regents approval to deliver coursework at the established rate. Currently, the form requires signature lines for the Chief Academic Affairs Officer, the Chief Financial Officer, the Dean of the department (which is not required), and the System Vice President for Academic Affairs. AAC representatives should be prepared to discuss the internal and external processes in place for facilitating these reviews, and determine the extent that these approval processes are necessary.

In addition to this approval process, in recent months there have been a few issues brought up regarding the process for the Reduced Tuition Rate Requests. These are highlighted below and AAC members should be prepared to discuss strategies for addressing compliance with BOR Policy as currently framed.

1. *Timeliness*

As written in BOR Policy 5:5:3, the reduced tuition rate “must be approved by the System Academic Officer before the course is advertised.” Currently, many campuses are sending these forms after the courses have already started and students are enrolled. This process needs to be much timelier on the part of the campuses going forward to comply with the policy.

2. *Jump Start Process*

This past two summers, the number of Reduced Tuition Rate Requests spikes due to Jump Start. Many of these requests came in late—some after courses had been in progress for several days. If campuses are interested in a more expedited process that groups these courses together for approval, the BOR office would be willing to create a process that would make the process simpler for the campuses.

3. *Instructor Qualifications on Form*

For requests that come in that are not taught by a faculty member, a vitae is required for the instructor. However, there is a space on the form that allows for campuses to include the instructor’s qualifications. We would appreciate that information being included on the form, as it helps us know what we are looking for on the vitae or transcript. For example, the instructor’s degree can be listed, as well as the number of credits completed in the subject being taught (if applicable).