

**SOUTH DAKOTA BOARD OF REGENTS**

**Academic and Student Affairs**

**AGENDA ITEM: 6 – D (2)**

**DATE: March 27-29, 2018**

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**SUBJECT**

**BOR Policy 2:12 – Distance Education Revisions (First Reading)**

**CONTROLLING STATUTE, RULE, OR POLICY**

BOR Policy 2:12 – Distance Education

**BACKGROUND / DISCUSSION**

In an attempt to transition the academic affairs policies into the new format, AAC was asked to review potential revisions to BOR Policy 2:12 Distance Education. When this was initially discussed during the January 2018 AAC meeting the council noted a number of minor corrections which have now been addressed in the most recent revisions (specifically section 3.3 and 4.3.1 in BOR Policy 2:12 Distance Education). A number of additional revisions have been made to BOR Policy 2:12 to align with current practice including that the Board approves all off-campus and online programs consistent with the model discussed by at the June 2017 Board meeting.

In addition, revisions have been made to reflect the new U.S. Department of Education licensure and certification regulations that will go into effect in July 2018, which were discussed at the October 2017 Board Meeting. These revisions establish that academic programs at each institution are responsible for determining whether or not a program meets the licensure criteria in other states. AAC agreed that campus personnel in the affected programmatic units would be most qualified to track down the requirements for licensure, and then be responsible for reporting those to distance and continuing education offices.

The policy has also been revised to meeting the new formatting requirements of the BOR Policy Manual, and also includes minor clerical edits beyond those referenced above.

**IMPACT AND RECOMMENDATIONS**

By making these changes, the BOR Policy manual will continue to be updated to the current format, making it more uniform across the entire manual, while also: 1) aligning

(Continued)

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**DRAFT MOTION 20180327\_6-D(2):**

I move to approve the first reading of the proposed revisions to BOR Policy 2:12 as presented.

the policy with current distance education practices; 2) capturing the new licensure and certification requirements; and 3) addressing minor clerical and grammatical revisions.

**ATTACHMENTS**

Attachment I – Proposed Revisions to BOR Policy 2:12 – Distance Education

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Distance Education

**NUMBER:** 2:12

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### **A. PURPOSE**

To regulate the programs and courses offered for college credit through correspondence, electronic delivery, and off-campus delivery, in order to provide broader access to credit bearing college level educational opportunities and to assist communities in making effective use of the resources of South Dakota's public universities.

### **B. DEFINITIONS**

1. **Distance Course:** Any course offered for college credit through correspondence, electronic, or online delivery.
2. **Distance Program:** Any academic program (i.e., certificate, minor, or major) with curriculum approved by the Board of Regents to be offered through correspondence, electronic, or online delivery.
3. **Off-Campus Center:** Any location other than the six designated campus locations approved by the Board of Regents where programs (certificate, minor, or major) are offered by one or more institutions within the system to meet demand within the area served. Centers shall facilitate advising, counseling, and academic support assistance for students.

### **B.C. POLICY**

#### **1. Applicable Policies, Standards and Guidelines**

Unless specifically exempted, all Board and campus policies, standards and guidelines for on campus instruction, including admissions requirements, course evaluation requirements, course prerequisites, faculty qualifications, access to appropriate student support services and instructional equipment, and student rights and responsibilities, also apply to distance education instruction.

#### **2. Administration**

- 2.1. All distance education programs and courses, including correspondence study, should be coordinated in each institution under one authority ~~such as a Dean or Director.~~
- 2.2. Campuses should engage established curriculum processes for ~~in~~ planning and executing distance education courses and programs. ~~the Dean/Director should work with the Vice President for Academic Affairs, Deans and Department Heads on~~

~~matters concerned with selection of courses and programs to be offered and recruitment of instructors. The Administrative Head (Dean or Division Head) of the unit in which a course is offered must recommend the course and faculty appointment to the Vice President for Academic Affairs or his/her designee. Where Graduate Courses are offered, the Graduate Dean, Director, or the Graduate Council must also approve the course offering and the instructor.~~

2.3. For academic programs that lead to licensure and certification, personnel with direct oversight of the academic program are responsible for assessing compliance with the licensure and certification requirements for states outside of South Dakota. Alignment of program requirements to states outside South Dakota shall be shared by program personnel with continuing education and admission offices at the respective campus.

2.2.2.4. Board of Regents approval is required to offer and market complete distance programs and complete programs offered at off-campus centers.

### 3. Faculty

#### 3.1. Qualifications and Appointment

- 3.1.1. 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.
- 3.1.2. 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.
- 3.1.3. Only persons with terminal degrees or who hold instructor rank 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, instructor rank, -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.

#### 3.2. Evaluation

Board of Regents and university policies governing faculty evaluation, including student evaluation of instruction, apply to off campus and distance education courses.

#### 3.3. 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 consistent with Board of Regents policy.~~

## 4. Courses

### 4.1. Requirements

Institutions must be able to demonstrate that graduate and undergraduate courses have intellectual demands and requirements comparable to graduate and undergraduate courses offered on campus. Distance education courses should have equivalent standards, rigor, student outcomes, substance and assignments as courses offered on campus.

### 4.2. Assessment

4.2.1. Course and instructional program assessment policies of the university transcribing the course apply to off campus and distance education instruction.

4.2.1.4.2.2. All courses using electronic delivery must comply with system Quality Assurance evaluation requirements and be evaluated at least once every three years.

### 4.3. Class Schedules

4.3.1. 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.

4.3.2. 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.

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

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

4.3.3. Distance education courses offered electronically may be scheduled on a semester basis and require that students complete learning experiences on a particular timeline (i.e. each week). Also, distance education courses may be offered asynchronously to allow students maximum flexibility in participation. Asynchronous courses may or may not necessarily be offered on a semester basis. The required length for a distance education course is determined by

course expectations and scheduling. Typically, a one credit hour course lasting for a semester equates to 45 hours of effort/engagement by the student.

## 5. Intellectual Property

Universities shall ensure compliance with copyright laws and all Board policies concerning intellectual property.

## 6. Access to Library Resources

Books, journals and other library resources that are necessary to conduct a course on campus must also be available in a convenient manner to students enrolled in a distance education course. These resources may be provided by the home campus library, by local public libraries, by agreements with other cooperating institutions, and/or electronically.

## 7. Contracting with Agencies Outside the Board of Regents

Refer to policies 2:13 Third Party Requests for University Credit, 5:5 Tuition and Fees and 5:17 Instructional Funding.

## 8. Courses Sponsored by Another Regental Institution

8.1. A university may agree to sponsor a course taught by another university and delivered electronically to the sponsoring university's campus or to another site at which the sponsoring university is authorized to offer the instruction. Board Policy 5:17 (Instructional Funding) and 5:18 (Off-Campus State-Funded Programs and Courses) apply when a sponsored course is received at an off-campus location.

8.2. The university that requests to receive a course delivered electronically by another university is the "sponsoring" university. The university whose faculty member is teaching the course delivered electronically to the sponsoring university is the "originating" university.

~~8.3. A sponsored course must be a state support course at the originating university.~~

~~8.4.8.3.~~ \_\_\_\_\_ The sponsoring university shall have a course that is equivalent to the course being taught at the originating university or may use variable topics to offer the course as an elective in an approved degree program.

~~8.5.8.4.~~ \_\_\_\_\_ Authorization to sponsor a course delivered electronically from another Regental university does not constitute an alternative procedure for obtaining Board approval for new courses or programs.

~~8.6.8.5.~~ \_\_\_\_\_ The sponsoring university shall register students for its own course and collect tuition ~~and approved fees~~ as if it were teaching the course. The originating university shall register students taking the course on its campus and collect tuition and ~~approved fees~~ according to its usual procedures. Refer to BOR policy 5:5.

~~8.7.8.6.~~ \_\_\_\_\_ The sponsoring university and the originating university shall agree in advance and in writing on the compensation to be paid to the originating university by the sponsoring university and on the responsibilities of each institution for library resources, instructional equipment and supplies, access to the instructor, personnel at the sponsoring university, faculty evaluation, and for compliance with other Board policies.

- ~~8.7.1.8.6.1.~~ The originating university is responsible for payment of charges related to electronic delivery unless otherwise provided in the written agreement.
- ~~8.7.2.8.6.2.~~ Procedures for handling complaints and grievances from students follow the process of the originating institution in collaboration with the Vice President for Academic Affairs at the sponsoring institution.
- ~~8.8.8.7.~~ A course offered as a sponsored course at one or more sites may be offered to one or more additional sites if such arrangements are provided for in the written agreement between the sponsoring and originating universities.
- ~~8.9.8.8.~~ Universities may negotiate sponsored course agreements with regionally accredited non-system institutions.
- ~~8.9.1.8.8.1.~~ Such agreements shall be ~~presented~~ included on the interim action reports prepared by the Executive Director for the Board at their ~~to the Board for approval at a~~ regularly scheduled meeting.
- ~~8.9.2.8.8.2.~~ Universities shall not advertise or participate in the advertising of any electronically delivered course, register students for any course, or enter into any contracts for the purpose of implementing a sponsored course agreement with non-system institutions prior to approval by the Board.
- ~~8.9.3.8.8.3.~~ Actions by the non-regental institution prior to Board approval do not establish any Board or university obligations.

### **FORMS / APPENDICES:**

None

### **SOURCE:**

BOR September 1989; BOR June 1992; BOR May 2001; BOR March 2005; BOR August 2016.