

Distance Learning Executive Committee  
Agenda  
February 18, 2008

Approval of minutes of January 22, 2008

Planning for integration of ODE and OCS– Hickerson

Task Force on Standardized Faculty Incentives—Hickerson

IT updates – Austin

1. Update on Online Distance Learning Support and Services Working Group
2. Update on WebCT Upgrade (Hardware, general timeline)
3. Ad Astra – Scheduling for Distance Learning Courses Established
4. Luminis Content Management Update – Stability improving

Update on search for dean of CODE

Other

Distance Learning Executive Committee  
January 22, 2008

**Attendees:** Stephanie Anderson, Matt, Baker, Joe Claudet, Bob Hickerson, Lynn Huffman, Debbie Laverie, Michele Moskos, Valerie Paton, Sam Segran, Rosslyn Smith, and Jeff Woldstad **Absent:** Kathy Austin, Fred Hartmeister, Jon Hufford, Carla Myers and Rob Stewart **Guests/Visitors:** Rene Miller

**Minutes:** Dr. Rosslyn Smith asked everyone take a moment and review the minutes from the October 15, 2007 meeting. She noted that the members should send Lisa James any changes or corrections.

**Working Group Updates -**

**Faulty Handbook:** Michele Moskos reported the Faculty Handbook was slated as the next item to be uploaded to the distance learning website. Michele will forward electronic copies to all members for review and asks that each representative to check their portion for accuracy.

**HERC Notification:** Valerie Paton reported that she received very few comments back and will resend the document out one more time, but must have responses back before the end of January so edit can be made.

**ODE Transition to College:** Bob Hickerson asked to create a focus group of volunteers to discuss faculty incentives. This group will gather 3 to 4 models for the Distance Learning Executive Committee to review. Bob Hickerson and Matt Baker will co-chair the group.

**IT updates:** Sam Segran reported in Kathy Austin's absence. The Higher Ed Computer Store daily operations will be taken over by "HighEd" and will open their doors sometime in February.

Sam reported that the redirection of the university's junk and spam email started one year ago and with the exception of two problems has been completed. Sam reported that university network re-testing will begin today.

**Other issues:**

Valerie reminded the members that requests for Summer I & II and Fall 2008 courses should be turned in now for approval.

The search committee for the new dean will meet tomorrow to narrow the search.

Michele reported that Student Business Services has received and processed over 100 calls addressing location codes and they're not sure where the problem lies.

**Distance Learning Executive Council**  
**Draft Minutes**  
**February 18, 2008**

**Attendees:** Stephanie Anderson, Katherine Austin, Brent Guinn, Fred Hartmeister, Bob Hickerson, Jon Hufford, Debbie Laverie, Michele Moskos, Sam Segran, Rosslyn Smith, and Rob Stewart.

**Absent:** Matt Baker, Joe Claudet, Lynn Huffman, Carla Myers, Valerie Paton, and Jeff Woldstad.

**Minutes:** Dr. Rosslyn Smith asked the group to review the draft minutes from the January 22, 2008 meeting and send her changes.

**1. Planning for Integration of ODE and OCS – Update**

Hickerson reported that the group continues to work on integration plans and will be focusing on communications, marketing, technical issues with accounting structure in Banner, academic affairs, and outreach efforts. Smith noted that a formal plan will likely be submitted to the Coordinating Board after December 2008, in order to coordinate with other SACS reporting.

**2. Task Force on Standardized Faculty Incentives**

Hickerson noted that he and Baker held the first meeting to frame the incentive principles. He has created two working subgroups: Strategic (led by Baker) and Operational (led by Hickerson). The Council discussed clear resource limitations; Smith reminded the group that the Board of Regents had endorsed the importance of an incentive plan, as well as the formation of a College of Outreach and Distance Education, but a decision on funding source was not made. The task force will focus on broad strategies and principles at this time.

**3. Information Technology Updates**

**a. Online Distance Learning Support and Services Working Group**

Austin reported that the group has met several times and reviewed various support models, to include external contracting. The group is currently exploring the current resources available that could be augmented to support future growth. The TLTC, TTU IT, ODE, College of Education, College of Engineering, and Library are providing the group with information regarding current support and services available to faculty.

**b. Update on WebCT Upgrade**

Austin and Segran reported that substantive infrastructure updates have been completed. The TTU IT Division and the TLTC are collaborating on a migration plan for the upcoming software upgrade to version 6.0.

**c. Ad Astra – Scheduling for Distance Learning Courses**

Austin indicated that the current Banner system will allow the institution to collect the needed distance learning data required for various planning and reporting.

d. **Luminis Web Content Management System**

Austin announced that the Luminis system continued to demonstrate improved stability; Segran noted that he will continue to monitor the system for rollout to the entire TTU campus.

**4. Update on ODE Dean Search**

Smith informed the Council that over 30 individuals submitted applications for the open dean position and the search committee narrowed the pool to 4 candidates that will be interviewed. She will continue to provide progress reports as the committee continues the process.

**5. Other**

- a. Smith briefed the group on the Texas Distance Education Advisory Committee web-based meeting that she attended recently. The committee has identified four working group areas: examination of principles of good practice, analysis of growth in distance learning, analysis of distance learning nationally to improve quality; and review of Coordinating Board policies and procedures. Smith invited anyone interested in participating on a sub-group to contact her.
- b. The group discussed the need to collect distance learning program information using the Banner system. West explained the course attribute field in Banner and will schedule a meeting with Banner project leads to explore ways to collect program-level and certain course-level data. Council members were asked to email feedback, requirements, and suggestions to West in preparation for her meeting.

**6. Adjournment**

## **DRAFT**

### **Commentary:**

The FY02-FY07 data document significant growth in Texas Tech online and off-campus instruction: • The number of sections offered in 50% or more electronic or print media increased 892%, from 125 to 1,240. • The number of sections offered more than 50% face-to-face at off-campus locations went from 13 to 119. • The number of degree programs approved for 50% or more electronic delivery increased from 7 to 18. • The number of degree programs approved for 50% or more face-to-face delivery increased from 6 to 10. • Student enrollments in 50% or more electronic, print and off-campus course sections increased 111% from 6784 to 14,372. • Student credit hour generation in 50% or more electronic, print and off-campus course sections increased 107%, from a baseline of 20,471 in 2001-02 to 42,460 in 2006-07. • The reliability of data reported over this period continued to improve with the implementation of TechSIS fields for modality and location of course sections in Spring 2004, and subsequent training of personnel on data entry in these fields in Fall 2004. Prior to Fall 2004, data points may be inflated due to errors in data definitions and difficulty identifying the delivery modality of course sections.

### **Implementation Plan:**

A new strategic plan for distance learning and off-campus instruction was completed in August 2007. The assessment report for FY 2008 will report against the benchmarks established in that new strategic plan. As noted in last year's report, an analysis of the data for 2001-02 to 2006-07 online, print and off-campus instruction demonstrates the significant demand for and resulting growth in distributed instructional opportunities. In order to sustain and improve online and off-campus instruction, numerous assessment activities indicate the need for continued development of institution-wide structural support. To respond to these needs, the university plans to integrate the Division of Outreach and Distance Education and the Division of Off-Campus Sites into a College of Outreach and Distance Education. A national search has been completed for a founding dean of this new college. The proposal to become a college was approved by the Texas Tech University Board of Regents at their December 2007 meeting. The new college should be able to provide centralized planning direction, prioritization of effort, program assessment and comprehensive support for the creation, delivery and assessment of programs. Additionally, it should facilitate comprehensive marketing and consistent and accurate marketing messages. The college should also allow Texas Tech to leverage and increase institutional resources available to support distance learning and off-campus instruction at the institutional and college level, and to develop new programs and/or grow existing programs and courses in high-demand areas.

**Texas Tech University**  
**Operating Policy and Procedure**  
**OP 36.06: Distance Education, Off-Campus and Extension Courses**

**DATE:**

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure compliance with Chapter 4, Subchapter E of the Texas Higher Education Coordinating Board Rules and Regulations, "Approval of Distance Education, Off-Campus, and Extension Courses and Programs for Public Institutions."

**REVIEW:** This OP will be reviewed by October 1 every even-numbered year by the dean for outreach and distance education (ODE) with recommendations for revision presented to the provost/senior vice president for academic affairs by November 1.

**POLICY/PROCEDURE**

The dean for outreach and distance education has been delegated the authority and responsibility for monitoring distance education, off-campus and extension courses, and Institutional Research and Information Management is responsible for issuing required reports for these courses. Study Abroad courses are addressed in OP 34.20.

**Policy**

- a. Distance education, off-campus, and extension courses must meet the same quality standards as those courses taught on campus.
- b. Faculty contact hours for these courses should comply with the THECB Rules and Regulations, Chapter 4, Subchapter A, section 6, "Minimum Length of Courses and Limitation on the Amount of Credit that a Student May Earn in a Given Time Period."
- c. Efforts should be made to ensure against proliferating courses beyond the department's ability to offer such courses. Faculty course load should be considered.

**Procedures**

**1. Texas-In-State Off-Campus Courses**

- a. Departments intending to offer Texas-in-state off-campus lower-division courses in the upcoming academic year should notify the dean for outreach and distance education by mid-January of each year. The specific dates are published in the Provost's Planning Calendar. College deans or designees should submit the course number, the course name (as on file with the Texas Higher Education Coordinating Board), the section number, and physical address of the proposed delivery site, including the city and zip code. In February of each year, the dean of outreach and distance education or designee will present the courses for approval to the respective Higher Education Regional Council (HERC) and prepare the Texas Tech Distance and Off-Campus Instructional Plan for the upcoming academic year.

b. Departments intending to offer upper division, master's or doctoral level off-campus courses in Texas during the upcoming academic year should notify the dean for ODE by mid-January of each year. The specific dates are published in the Provost's Planning Calendar. The dean for ODE should be provided with the course number, the course name (as on file with the Texas Higher Education Coordinating Board) the section number and the physical address of the proposed delivery site, including the zip code. In combination with the Higher Education Regional Council (HERC) notifications or at least two months prior to the beginning of respective term for course delivery, the dean for ODE will notify the chief academic officers of all area institutions of the proposed off-campus course delivery. "Area institutions" will include all those senior institutions in the respective HERC. The Texas Higher Education Coordinating Board (THECB) shall be copied on all notification. In the case of courses that are part of complete certificate, endorsement or degree programs that have met the THECB and SACS-COC requirements for off-campus delivery (see c.3. below), area institutions will be notified of the planned delivery of the program in the Texas Tech Distance and Off-Campus Instructional Plan developed each year and distributed to area institutions via the HERC's.

c. Off-campus courses should be taught by ~~regular-TTU~~ faculty members, ~~whether full-time, part-time or adjunct, -or-FTU-adjunct-faculty-part-time-FTU-faculty-~~appointed by the respective academic unit.

d. Input of grades must be completed according to the Registrar's Office normal deadline unless previously approved by the Registrar.

e. In the case that a previously scheduled off-campus course must be cancelled, the instructor should notify the respective department head and director of the respective site. The appropriate changes should be made to the online course listing.

f. Courses may be proposed by submission of OP 36.06 A, "Off-Campus In-state Credit Course Information and Approval Form," as specified on the form. (See also OP 36.07, Authorization for Small Classes.)

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## 2. Extension courses and programs

a. General - Effective July 2005, the THECB defined "extension courses and programs" as:  
Extension courses and programs--Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding.  
Chapter 4, Subchapter E, section 4.103 (12)

THECB Chapter 4, Subchapter E, section 4.107(b), states:

(b) Institutions shall require that students (except for students in out-of-country programs) enrolled in a distance education, off-campus, or on-campus extension degree program satisfy the same requirements for admission to the institution and the program as required of regular on-campus students. Students in degree programs to be offered collaboratively shall meet the admission standards of their home institution. Out-of-country students shall meet equivalent standards for admission into programs.

THECB Chapter 4, Subchapter E, section 4.107(c), states:

(5) For courses not eligible to be submitted for formula funding, institutions shall charge fees that are equal to or greater than Texas resident tuition and applicable fees, and that are sufficient to cover the total cost of instruction and overhead, including administrative costs, benefits, computers and equipment, and other related costs.

THECB Chapter 4, Subchapter E, section 4.108 states:

(d) Institutions shall not jeopardize or diminish the status of formula-funded on-campus courses and programs in order to offer extension courses. Extension courses shall not be a substitute for offering a sufficient number of formula-funded on-campus courses.

(e) Institutions shall report fees received for extension and out-of-state/country courses in accordance with general institutional accounting practices.

(f) Institutions shall report enrollments, courses and graduates associated with extension offerings as required by the Commissioner.

b. Although several units of the university provide extension courses and programs, the official unit designated to coordinate extension activity is Outreach and Distance Education. Institutional Research and Information Management is responsible for issuing required reports for these courses and programs.

c. All courses, certificates, endorsements and degree programs proposed for delivery in extension format must have been approved in accordance with OP 36.01 and 36.04 and have a section or sections that are offered on-campus periodically.

d. Approved courses may be proposed as extension courses by submission of OP 36.06 B, the "Out-of-State and Extension Credit Course Section Information and Approval Form," as specified on the form, to the dean for outreach and distance education.

e. Approved certificates, endorsements and programs proposed for delivery in extension format must be proposed to the Graduate and/or Academic Council for review and recommendation to the Provost and Senior Vice President for Academic Affairs (PSVPA) for

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approval. The proposal for extension delivery must include documentation of compliance with all of the pertinent THECB rules and regulations.

Attachment A: ~~Texas~~ Off-Campus In-state Credit Course Information and Approval Form

Attachment B: ~~Out-of-State and Extension~~ Credit Course Section Information and Approval Form