

POLICIES

Issued: May 20, 2022

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Office of Distance Education

Policy Statement

It is the policy of Austin Peay State University that distance education offered by the University will meet the academic requirements and quality standards when delivering the course.

Purpose

Distance education is an established and effective method for extending educational opportunities. To provide the citizens of Tennessee and beyond with greater access to postsecondary education, the Board of Trustees affirms the effectiveness of distance education, recommends the use and development of distance education technologies, and encourages the University to take advantage of such opportunities in carrying out the mission of the University.

Definitions

Distance Education

Education that uses one or more of the **technologies** listed in paragraphs (i) through (iv) of this definition to deliver instruction to students who are separated from the instructor or instructors, and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

- The **technologies** that may be used to offer distance education include —
 - i. The internet;

- ii. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
 - iii. Audio conferencing; or
 - iv. Other media used in a course in conjunction with any of the technologies listed in paragraphs (1)(i) through (1)(iii) of this definition.
- For purposes of this definition, an **instructor** is an individual responsible for delivering course content and who meets the qualifications for instruction established by the institution's accrediting agency.
 - For purposes of this definition, **substantive interaction** is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following—
 - Providing direct instruction;
 - Assessing or providing feedback on a student's coursework;
 - Providing information or responding to questions about the content of a course or competency;
 - Facilitating a group discussion regarding the content of a course or competency; or,
 - Other instructional activities approved by the institution's or program's accrediting agency.
 - An institution ensures **regular interaction** between a student and an instructor or instructors by, prior to the student's completion of a course or competency—
 - Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

- Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed, on the basis of such monitoring, or upon request by the student. (34 C.F.R. § 600.2).

Procedures

Applicability of Board Policies

Unless otherwise provided, all Board, accrediting agency, and institutional policies, standards, and guidelines for on-campus instruction apply to distance education instruction.

Funding Distance Education

- A. For the purpose of reporting and appropriations, no distinction shall be made between student credit hours generated through distance education and those generated through on-campus instruction.
- B. The University will budget for the acquisition and maintenance of distance education hardware and courseware and will maintain careful records of all operating costs.

Administration of Distance Education

- A. The University should develop specialized policies and procedures relating to issues of distance education delivery and administration specified by this policy, accreditation criteria, and other University policies.
- B. The University shall work to ensure compliance with all applicable copyright laws concerning the reproduction of printed materials and the use and transmission of films, filmstrips, videotapes, recordings, performances, or other protected works. See Policy 2:037 Use of Copyrighted Materials and Policy 2:047 Intellectual Property, Patents, and Copyrights.

Academic Standards

In establishing policies and procedures, the following stipulations shall apply:

- 1. Each distance education course offered must be consistent with the level, nature, and mission of the University.

2. When a course is offered through distance education, it will carry the same code, title, and credit as other sections of that course.
3. Each distance education course must provide for interaction and timely feedback between students and faculty member(s) teaching the course.
4. As appropriate, these interactions may be individual, group, or mixed and meet federal requirements outlined by the U.S. Department of Education (*34 C.F.R. § 600.2*)
5. They may take place electronically, e.g., by telephone, by computer, or by interactive video.
6. Each distance education course must include an assessment of that delivery mode in its procedures for monitoring and assessing student performance.
7. Each student enrolled in a distance education course shall have access to all the academic support services, instructional equipment, and campus events and other non- academic activities, which APSU provides for other students.
8. Support services may include but are not limited to academic advising, counseling, library and other learning resources, tutoring services, and financial aid.

Program Planning and Implementation

University policies and procedures must contain a written statement of the purpose and goals of the distance education program and describe the assessment methods used to evaluate the success of the program in carrying out those goals and objectives. The following issues must be addressed as the University plans and implements the distance education program:

1. Faculty, administrators, and other support personnel involved in the development and implementation of distance education must have clearly defined roles, responsibilities, and duties.
2. Faculty involved in distance education must have available specialized training in the use of the medium.
3. APSU will determine teaching load equivalents and faculty compensation for distance education.
4. APSU must make academic and administrative information available to distance education students.
5. This information may include but is not limited to: exams, grading, student-faculty interaction, proctoring, the provision of support services, and registration and fee-payment procedures.
6. Consortial arrangements among two or more institutions for the development, production, or transmittal of distance education courseware and materials should **always** be considered, as appropriate.

Ownership of Copyrightable Materials

A. General Policy

APSU Policy 2:047 on Intellectual Property, Patents and Copyright provides the overall guidance for ownership of copyrightable materials. This policy provides more specific policies about copyright ownership in the context of distance education.

B. Scholarly Works

1. APSU wishes to encourage scholarly works. Therefore, APSU will not assert an interest in scholarly works and creations related to the faculty member's professional field. These include:
 - a. faculty authored textbooks
 - b. scholarly writing
 - c. art works
 - d. musical compositions
 - e. dramatic and non-dramatic literary works
2. Distance education, telecourse, and/or multimedia materials that are in the nature of scholarly works created by faculty under the same circumstances that would lead faculty to create more traditional scholarly works will be treated as scholarly.
3. If the University wants to use such a work and/or share in its commercialization, the institution should secure the desired rights in a contract with the faculty member.
4. Distance education materials created by faculty members will be solely owned by the University where:
 - a. The faculty is required to create the materials for a specific class or department by written institution or department policy e.g. (Common core course requirement);
 - b. The faculty member is given release time to create the materials; or
 - c. The faculty member is employed to create specific intellectual property/distance education materials.
 - d. In all cases, the institution and the faculty member should sign a "Work for Hire Acknowledgment Form"

C. Revision Rights

- A. A faculty member should normally retain the right to update, edit or otherwise revise electronically developed course materials that become out of date, or, in certain circumstances, should place a

time limit upon the use of electronically developed course materials that are particularly time sensitive, regardless of who owns copyright in the electronically developed course materials.

- B. These rights and limitations may be negotiated in advance of the creation of the electronically developed course materials and may be reduced to writing.
- C. Absent a written agreement, each faculty member will have the right and obligation to revise work on an annual basis in order to maintain academic standards.
- D. If a faculty member does choose to revise the work and such revision is done in a satisfactory manner, the faculty member retains the rights to full royalties.
- E. If the University believes a revision is necessary and no revision is made or if the revision made, in the institution's opinion, does not maintain academic standards, the institution may refuse to market the product, or the institution may employ another person to update the work and charge the entire cost of the revision against any royalties paid to the original author.

Revision Dates

APSU Policy 2:013 – Rev.: May 20, 2022

APSU Policy 2:013 – Issued: March 25, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file