Austin Peay State University

POLICIES

TN eCampus Participation

Issued: May 13, 2022

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Distance Education

Policy Statement

TN eCampus increases access to higher education for adult Tennesseans by maximizing the collaborative, effective use of technology to deliver quality college-level instruction through web-based courses and degree programs offered by SACSCOC-accredited public colleges and universities. The purpose of this policy is to guide the institution's participation in TN eCampus and similar university online collaborative.

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Procedures

Curriculum

A. APPROVAL PROCESS: All policies and procedures relevant to curriculum development for "on-ground" classes shall also apply to "electronically-delivered" courses. The faculty member must complete the appropriate documents and receive all required approvals and signatures of the APSU Academic Council curriculum forms, according to APSU Curricular Change policy 2:001, and other relevant

procedures, before developing or modifying a course or program.

B. COURSE REVIEW: Course review will occur in compliance with APSU expectations, TN eCampus expectations and Quality Matters standards. The appropriate APSU academic department in conjunction with the Department of Distance Education will conduct the course review.

C. COURSE AND PROGRAM REVISION: Periodic course revision will occur to maintain relevancy of curriculum as the state of knowledge changes, according to good teaching practice, and SACSCOC accreditation standards.

D. ASSESSMENT: Assessment data will be used to improve the teaching and learning experience, curriculum, and achievement of student learning outcomes. APSU will also ensure that qualified faculty participate in the appropriate TN eCampus program committee for any of the above processes, as relevant to the program.

Course Instruction

A. CREDENTIALS: Every instructor for an online course offered through TN eCampus must meet all Austin Peay State University faculty credentialing criteria and SACSCOC credentialing guidelines to teach the subject matter.

B. TEACHING LOAD CREDIT: Full-time faculty may teach online courses offered by APSU through TN eCampus as a part of the teaching load of APSU full-time faculty or for overload or summer pay if approved by the department chair, dean, and Provost, as appropriate, per APSU policy.

If another institution hires an APSU faculty member to teach a course offered through TN eCampus for that institution, the course will not count in-load or as overload for the APSU faculty member's teaching load.

Course Scheduling

The academic department chair, in communication with the college dean, will coordinate with the APSU Department of Distance Education to develop the schedule of courses offered through TN eCampus and the assignment of APSU faculty.

Communication with TBR in Reference to TN eCampus   The Director of Distance Education is the primary point of contact between the University and TN eCampus. However, designated individuals, such as the academic department chair or director at the program level, may have responsibility for communicating directly with TN eCampus in order for the university to participate effectively in TN eCampus.

Residency Requirements   APSU is responsible for ensuring students meet residency requirements prior to completing a degree program. Residency requirements must at a minimum meet APSU requirements and SACSCOC *Principles of Accreditation*, in which at least 25 percent of the credit hours required for the undergraduate degree, or at least one-third of the credit hours required for the graduate or post-baccalaureate professional degree, are earned through instruction offered by the institution awarding the degree. Student residency checks are performed by the student's major academic department chair, APSU Department of Distance Education, and Office of the Registrar for each APSU student registering for a TN eCampus course, following the procedures established by the Office of the Registrar. Ultimately the Registrar's office is responsible for monitoring residency.

Student Fees   APSU will notify students at the time of registration or enrollment of any projected additional student charges for TN eCampus courses.

Links   [APSU Policy 2:001 Curricular Development and Modification Approval](#)

Revision Dates

APSU Policy 2:014 – Rev.: May 13, 2022
APSU Policy 2:014 (previously 2:015) – Rev.: March 8, 2017
APSU Policy 2:014 – Rev.: July 21, 2016
APSU Policy 2:014 – Issued: March 9, 2004

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file