

Memorandum

To: Dr. Sandra Welch, Vice Provost, Academic Compliance & Institutional Research

From: Bill Angrove, Assistant Vice Provost,
Center for Distance Learning & Academic Technology

Date: 02/20/2006

Re: Online Course Policy

The purpose of this memo is to provide guidance regarding the steps that must be taken to offer online courses. The Center for Distance Learning and Academic Technology strictly enforces the Principles of Good Practice for Distance Learning and Electronically Offered Academic Degree and Certificate Programs (PPG), as mandated by Texas Higher Education Coordinating Board.

<http://www.theccb.state.tx.us/reports/PDF/0206.PDF> . The Southern Association of Colleges and Schools (SACS) have also adopted the PPG as a part of its accreditation standards. <http://www.sacscoc.org/pdf/081705/distance%20education.pdf>

The procedures the Center has established ensure not only compliance with the PPG guidelines, but primarily allow us to provide the highest quality online courses. Our mission is to provide the student taking a course online a learning experience that meets or exceeds the quality of that of the student taking a course live with the instructor.

The responsibility of the faculty member to provide quality content and fair assessment and be available to assist the students applies equally for online and lecture classes.

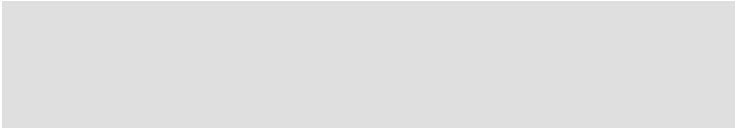
Any faculty member replacing significant lecture content with online material must receive permission from the Chair of the department. If deemed necessary by the Chair, the faculty member must work with the Distance Learning office to develop the content and online presentation.

A faculty member offering an online course must fully comply with Department and University assessment measures including class visitation, student evaluations, and distance learning evaluations.

A faculty member offering an online class must take all necessary precautions to protect confidentiality of grades and student privacy.

A faculty member offering an online class must make every effort to comply with applicable copyright and content rules.

The procedures are outlined below:



1. The faculty member or department chair must obtain approval in advance from the Center to develop and offer an online section of a course by using the attached form.
http://dlc.utsa.edu/services/Forms/WebCT_FullyOnline_Course_Request.doc
2. An online course must be developed and tested for a minimum of one semester before it can be offered online.
3. The faculty member must complete the required training during the semester the course is being developed.
4. The development phase must include incorporation of the PPG guidelines into the course.
5. The department chair must provide the Center a list of all online courses being offered in a semester before the enrollment period is opened for that semester.
6. A course listed in ASAP without prior approval will be cancelled before the start of the semester.

Thank you for your consideration.