

## **Policy for Non-Curricular Use of eLearning**

Non-curricular use shall be defined as any utilization of the eLearning (formerly WebCT) Course Management Software program by a SUNY Cortland faculty or staff member for purposes other than credit-bearing instruction. A group that seeks to create and maintain an online community to share documents and communications among its members would be considered a candidate for such an application. Non-curricular use of eLearning must be coordinated and moderated by SUNY Cortland faculty or staff, but online participants need not be members of the SUNY Cortland community.

### **Procedures**

1. A SUNY Cortland faculty or staff member must act as the coordinator of non-curricular use of the eLearning Course Management Software program, though participants are not limited to the SUNY Cortland campus community.
2. Faculty or staff members who utilize eLearning for non-curricular applications will act as mediators and coordinators for their respective online participants, and will be responsible for both the content and construction of the eLearning site.
3. Training or demonstration of sufficient prior training and/or experience for non-curricular use of eLearning is required. Interested faculty and staff will contact the Instructional Materials Designer, who will assess the skills of the prospective coordinator and develop an appropriate training plan.
4. Faculty/Staff must participate in training, if required.
5. At the request of the Instructional Materials Designer, the eLearning Technologist will create an eLearning course and accounts sufficient for the training, and the actual application.
6. A faculty or staff who has completed training will act as the primary trainer, coordinator, and first contact point of support, in turn, for all participating members of their site. If further support beyond the capabilities of the coordinator is required to resolve a problem or issue for a participant in the non-curricular application, the problem should be referred to the Instructional Materials Designer. The Instructional Materials Designer will determine if a solution is possible, and act as mediator with the appropriate support personnel.
7. The coordinator from the eLearning community, who must be a SUNY Cortland faculty or staff, is designated to contact the Instructional Materials Designer.
8. Each eLearning designer, teaching and graduate assistant must sign a confidentiality agreement that will be on file in with the eLearning Support Technologist and in the Office of the Associate Provost for Information Resources.

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