SUNY CORTLAND
DISTANCE LEARNING POLICIES

This document was approved by Provost's Cabinet on April 23, 1997 and President's Cabinet on June 17, 1997. It reflects discussions that have taken place among faculty and administration at SUNY Cortland and at other colleges participating in cooperative distance learning programs through the Westnet and I-81 Consortia. These policies are consistent with recommendations of the SUNY Distance Learning Advisory Panel. There continues to be ongoing discussion of distance education by various constituencies of SUNY Cortland. This document will change to reflect further discussion and decisions about distance education at SUNY Cortland.

Approved Policies:

Course Approval
>All new courses must go through the curriculum review process
>Approval to offer as a distance learning course
>>*Approval process for existing courses in the catalog:*
>>>**Faculty** *submits proposal to the following for approval*
>>>**Chair** *- proposal then sent to*
>>>**Dean** *- proposal then sent to*
>>>**Provost** *- proposal then sent to*
>>>**Associate Provost for Information Resources** *who coordinates logistics and sends course scheduling to* **Registrar** *for inclusion in the Master Schedule.*

Class Size
>Minimum enrollment
>>*Class will be cancelled if registration at all sites does not total established minimum.*
>Maximum enrollment at receiving sites
>>*Maximum enrollment is determined at the time of course approval process - dean/chair make decision.*

FTE Issues
>*Cortland course taught to Cortland students at various sites: FTE goes to home department of instructor teaching the course.*

>*Cortland course taught to students enrolled at other SUNY schools: FTE goes to sites where course is being taught.*

>*Cortland receives course from another SUNY school: FTE goes to the department at Cortland where the student is registered for the course.*

Transfer Credit Issues
>*If formal consortium arrangements have not been approved among specific schools, the course will be considered as transfer credit and must have approval from the Dean's office.*

Waiver of prerequisites
>*The sending institution will determine prerequisites.*

Student Support

Library resources

Librarians at sending and receiving sites will work together to provide necessary library resources.

Computing resources

Computing services staff at sending and receiving sites will work together to provide necessary computing resources.

Advisement

Advisement is the responsibility of the student=s home institution.

Logistics

Scheduling of D.L. Classroom

Responsibility of the Associate Provost for Information Resources.

Responsibility for listing courses being sent from and received at SUNY Cortland in Master Schedule at Cortland and at receiving sites

Registrar at sending institution is responsible for inclusion in Master Schedule at home site. Registrars at receiving institutions are responsible for inclusion in Master Schedule at receiving sites. Associate Provost for Information Resources coordinates with distance learning contacts at receiving sites.

Bookstore arrangements at receiving sites

Associate Provost for Information Resources coordinates with teaching faculty and distance learning contacts at receiving sites.

Arranging for facilitators at receiving sites

Associate Provost for Information Resources coordinates with distance learning contacts at receiving sites.

Faculty Training

Instruction in the use of classroom and distance learning technologies is coordinated by the Associate Provost for Information Resources.

Technical Support

Technical support person is available whenever a distance learning course is taught. Campus Technology Services is responsible for technical training of Cortland faculty.

Ownership of Intellectual Property

Unless specified otherwise, ownership of course material belongs to faculty. Course is videotaped only upon faculty request.

Faculty Reimbursement

Ordinarily, distance learning courses are considered as any other course being taught.

Course Development Incentives

Incentives are being considered for initial development of distance learning courses.

Marketing of distance learning courses

Responsibility for marketing of distance learning courses must be determined.