



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 56.02, **Electronically Delivered Education**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to specify how electronically delivered instruction in academic courses shall be conducted in each of the university's Schools to meet the university mission of providing excellence in the education of health care professionals.

REVIEW: This HSCEP OP will be reviewed on October 1 of every even-numbered year (ENY) by the Deans of the Schools, the Vice President for Academic Affairs, and the Provost or designees, with recommendations for revisions submitted to the Assistant Vice President for Information Technology or designee by November 1.

POLICY/PROCEDURE:

1. Foreword

- a. The delivery of academic coursework through audio-, video- and web-based media poses new questions for educational institutions. The rights and responsibilities of the university, its employees, and its students in the distance education enterprise must be articulated clearly and applied consistently so that issues regarding ownership, control, evaluation, and operation of the TTUHSCEP's electronically delivered education programs may be resolved satisfactorily. The purpose of this policy is to specify how these issues shall be addressed.
- b. Distance education is defined as a course in which the majority of the instruction occurs when the students and instructor are not in the same physical setting. In this policy, distance education and electronically delivered instruction are used interchangeably.
- c. Unless otherwise specified below, all current policies that apply to traditional face-to-face delivery of academic coursework shall also apply to coursework that is delivered electronically.

2. Procedures

- a. Educational Support
 - 1) All TTUHSCEP students receiving instruction through distance education shall be provided appropriate access to student support services. These services shall include access to admissions, course registration, academic advising, student orientation, textbooks and materials, financial aid, career development, and other special program accommodations as applicable under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
 - 2) The TTUHSCEP Library shall provide support for distance education courses and programs that is appropriate. Elements of library support available to students taking distance education courses include electronic document delivery, electronic journals, full-text databases, end-user searching, reference assistance and instruction, network access, and interlibrary loan services.

- 3) All TTUHSCEP distance education students shall have access to technology support that is appropriate.
- 4) All TTUHSCEP faculty members who teach courses through electronically delivered instruction shall be provided professional support in adopting instructional techniques and strategies that are appropriate for electronically delivered courses. Such support shall be provided by each School (GGHSON, PLFSOM & GSBS) and/or program within TTUHSCEP.

b. Coordination and Oversight

- 1) Learning Technologies Committee
Representatives will be appointed by the Deans of the Schools, the Vice President for Information Technology, and the Executive Vice President for Academic Affairs to the Learning Technologies (formerly eLearning) Committee. Appointments will be reviewed annually or as needed. This committee shall be responsible for:
 - (i) recommending the allocation of institutional resources to support electronically delivered instruction,
 - (ii) coordinating all institutional level regulatory, reporting, and accreditation matters that specifically pertain to electronically delivered courses and programs; and
 - (iii) oversight and guidance of an institutional Learning Management System that provides a centralized access point for information on electronically delivered courses, programs, and resources.

The Learning Technologies Committee will report through the Vice President for Information Technology to the President's Executive Council as needed.

- 2) Technology Assisted Learning Council (TALC)
The Technology Assisted Learning Council will provide faculty led/driven leadership and expertise needed to design and maintain an environment for faculty to have the skills and support systems necessary to effectively incorporate technology into pedagogy. Faculty representatives will be appointed by the Dean of each School (GGHSON, PLFSOM & GSBS). The CIO will appoint one staff member to the council.
- 3) Schools
Each School (GGHSON, PLFSOM & GSBS) will ensure:
 - (i) adherence to requirements of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) related to electronically delivered instruction and The Texas Higher Education Coordinating Board's Best Practices for Electronically Offered Degree Programs;
 - (ii) identification of resource needs and allocation of resources to support the delivery of electronic courses;
 - (iii) facilitation of support services for students and faculty within the Schools who are engaged in electronically delivered instruction;
 - (iv) assistance to programs in the development and/or revision of electronically delivered curricula; and
 - (v) identification of data and assessments needed to evaluate the effectiveness of electronically delivered instruction.

c. Programs, Course Offerings, and Ownership of Instructional Materials

- 1) Schools are responsible for deciding which courses and/or programs will be offered electronically.
- 2) Schools are responsible for ensuring the academic rigor of programs and the quality of instruction in all courses and/or programs offered electronically.
- 3) Faculty members are responsible for ensuring the integrity of student work in courses and programs offered electronically.
- 4) Proposals for new courses and/or programs to be offered electronically shall be developed, reviewed, and approved in the same manner as proposals for face-to-face courses and/or programs.
- 5) Ownership of instructional materials that are developed for distance education courses and the revenue derived from the creation of software or other media products that are developed for distance education courses shall be determined in accordance with *Regents' Rules* and Policy Statement, Chapter 10, Intellectual Property Rights.

d. Assessment

- 1) Each course offered by distance education shall be evaluated by students. Additional response items on student evaluations of distance education courses shall assess the effectiveness and efficiency of the delivery systems and academic resources.
- 2) The educational effectiveness of electronically delivered programs shall be assessed on an on-going basis. Elements covered in the assessment shall include student learning outcomes, integration of curricula and technology, student satisfaction, student retention, and pass rates for licensing exams.
- 3) Principles of Good Practice (PGP) course verification. Instructors of Record for courses classified as online/hybrid shall review PGP documentation, review course(s) for PGP alignment, and utilize the PGP Course Verification System to verify course(s) or Postpone the verification of course(s) to review and update the course(s).