



# 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 (TTUHSC 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 its mission of providing excellence in the education of health care professionals.

**REVIEW:** This HSCEP OP will be reviewed every even-numbered year by the deans of the schools, the vice president for academic affairs, and the provost or his/her designee, with recommendations for revisions submitted to the chief information officer (CIO) or his/her designee by Nov. 1.

### **POLICY/PROCEDURE:**

#### **I. Foreword.**

A. The delivery of academic coursework through digitally mediated or electronic means poses unique challenges for educational institutions. The rights and responsibilities of the university, its employees, and its students in the distance education enterprise must be articulated and applied consistently so that issues regarding ownership, control, evaluation, and operation of TTUHSC El Paso's electronically delivered education programs may be resolved satisfactorily. The purpose of this policy is to specify how these issues shall be addressed.

B. The Texas Administrative Code provides definitions for "distance education," "distance education course," "fully distance education course," "hybrid/blended course," and "distance education degree or certificate program." "Distance education" is defined as "the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction." This definition also applies to specific courses 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 and apply to relevant courses.

Refer to the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter P, Rule 4.257 for additional definitions.

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.

#### **II. Procedures.**

##### **A. Educational Support**

1. All TTUHSC El Paso 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, technical assistance, 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 TTUHSC El Paso library shall provide support for distance education courses and programs as 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 TTUHSC El Paso distance education students shall have access to technology support.
4. All TTUHSC El Paso faculty members who teach courses through electronically delivered instruction shall be provided professional support in adopting instructional techniques and strategies to deliver, maintain, and facilitate electronically delivered courses. Such support shall be provided by each school and/or program within TTUHSC El Paso.

B. Coordination and Oversight

1. Learning Technologies Committee

Representatives will be appointed by the president with recommendations solicited from the deans of the schools, the CIO, and the provost and vice president for academic affairs to the Learning Technologies (formerly eLearning) Committee. Appointments will be reviewed annually or more often as needed. This committee shall be responsible for:

- a) recommending the allocation of institutional resources to support electronically-delivered instruction;
- b) coordinating institutional level regulatory, reporting, and accreditation matters that specifically pertain to electronically-delivered courses and programs; and
- c) providing guidance for an institutional learning management system with a centralized access point for information on electronically-delivered courses, programs, and resources.

The Learning Technologies Committee will report through the provost and vice president for academic affairs to the President's Executive Council as needed.

2. Schools

Each school will ensure:

- a) adherence to requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) related to electronically delivered instruction and the Texas Higher Education Coordinating Board's best practices for electronically offered degree programs;
- b) identification of resource needs and allocation of resources to support the delivery of electronic courses;
- c) facilitation of support services for students and faculty within the

schools who are engaged in electronically-delivered instruction;

- d) assistance to programs in the development and/or revision of electronically-delivered curricula; and
- e) 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. Instructors of record for courses classified as online/hybrid shall review principles of good practice (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).