

Pine Technical College

Policy and Procedure

Policy Number: **207 REV 2** Date: 07/06/99 Revision Date: 04/16/0; March 9, 2007
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Revision 2: Mary Jo Mettler and Nancy Mach
Subject: Credit Courses Delivered via Instructional Interactive Television

Authorities:

Purpose:

The purpose of this policy and procedure is to establish a system for conducting and receiving credit courses via interactive television (ITV).

Policy:

The Dean of Academic Affairs and the Dean of Student Affairs will work with program faculty and the regional consortium directors to establish standards and procedures for the delivery of ITV courses.

Procedure:

1. Scheduling
 - A. The planning and scheduling of ITV courses being received and delivered from PTC will be coordinated with the regional consortium directors, the Dean of Student Affairs and the Dean of Academic Affairs.
 - B. The scheduling arrangements for ITV courses will be coordinated for the host and receiving institutions via the network coordinators.
 - C. Each course will be entered into the master schedule.
 - D. Any faculty or staff members wishing to schedule an ITV course must notify the Dean of Academic Affairs.

2. Contracts:
 - A. All contracts for receiving and delivering courses via ITV must be approved by the Dean of Academic Affairs and the Business Manager. To ensure the release of funds, a contract must be completed with the proper signatures.
 - B. Contracts must include a methodology for distributing FYE's and/or semester credit hours.
 - C. All contracts must include deadlines for invoicing.
 - D. All contracts must be accompanied by a financial analysis to determine the cost effectiveness of the course.
 - E. Contracts will be maintained in the following locations :
 - Student Affairs Office
 - Academic Affairs Office
 - Business Office

- F. All contracts must also stipulate student services to be provided; such as registration, and financial aid, transcription information – grade and attendance.
 - G. Each contract must also specify an appeal process for dispute of billings.
 - H. Each contract will provide a method for assessment and evaluation of the course and/or program offering.
3. Fiscal Affairs:
- A. A budget for each ITV class will be established within an approved cost center. If no cost center is available, a new cost center will be created and assigned to a cost center manager who will be responsible for the fiscal management for that course.
 - B. The Business Office will establish a procedure for billing and/or payment of invoices for the course.
 - C. The Dean of Academic Affairs and the Business Manager will conduct a periodic financial analysis on courses and programs received and delivered via ITV. The purpose shall be to determine cost effectiveness and cost recovery.
 - D. The Dean of Academic Affairs and the Dean of Student Affairs will maintain current procedures for FYE reporting on the ISRS system. Special entries for FYE calculations will be handled during course entry.
 - E. Academic Affairs will be responsible for informing the bookstore of textbook needs for any courses brought to PTC via ITV.
4. Student Services Support: Registration and Advising:
- A. Prior to implementing needed student services for off-campus course(s), the following must be provided to the Dean of Student Affairs: Official course name/number; syllabus; start/end dates of instruction; site contact and/or assigned instructor with contact information; grade distribution and reporting dates; term dates of the hosting school/college.
 - B. The Dean of Student Affairs will set the time frame for completion of applications, assessments and advising (if needed); registration, drop/add period, final class rosters and submission/distribution of grades. This timeline will be distributed to the Registrar.
 - C. Student Affairs will prepare an admissions packet for each instructor and/or course. The packets will be available and distributed in accordance with PTC's other term admissions dates as much as possible, while still providing punctual service to the receiving institutions.
 - D. Responsibility of adhering to the set course timelines relating to admissions, rosters and grading rests with the Registrar.
 - E. Responsibility for communications to the contractee, executing contract language, FYE calculations, billing, collection and other administrative functions rests with the Deans of Academic Affairs and Student Affairs.

5. Conducting Courses:
 - A. Program Coordinators will be named for each course received on campus via ITV. Each syllabi will include the coordinators name and phone number in the event of technical or program difficulties.
 - B. Students in the course will be given a “Student Guide to Interactive Television” which includes basic information for weather closings, remote access to information, and tips on an electronic classroom, etc.
 - C. PTC evaluation forms will be used to assess student satisfaction with the delivery of ITV courses.
 - E. The Dean of Academic Affairs will monitor a minimum of one instruction hour of the ITV course to determine continuation of the program.

6. Reporting:
 - A. The Deans of Academic Affairs and Student Affairs will be responsible for reporting requirements for ITV courses. This will include:
 - a. Statewide and regional statistics
 - b. ISRS reporting (in collaboration with the Business Office to determine proper coding).

7. Marketing and Promotion:
 - A. In the event that marketing of the course/program is desired, Academic Affairs will provide course/program information to the Marketing Director. All publications and advertising will be reviewed by the Marketing Director and program faculty prior to release.

Responsibilities:

Responsibility for the Credit Courses delivered ITV is as indicated in the policy and procedure sections above.

Dissemination:

This policy will be disseminated via the campus intranet or website.

Reviewed by Executive Cabinet: 07/06/99

Reviewed by Faculty Senate:

Reviewed by: Policy revised 04/16/01 and reviewed by Leadership Team

Approved: Date: 04/16/01 – Robert L. Musgrove, President

Revision Reviewed by Leadership Team: 6/11/07

Reviewed by Faculty Shared Governance:

Approved:

Date:

Robert L. Musgrove, Ph.D., President