

Policy and Procedure

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Division/Department: Academic Affairs

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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 Chief Academic Officer and the Chief Student Affairs Officer will work with program faculty, regional consortium directors, and other college deans/designees to establish standards and procedures for the delivery of credit-based ITV courses, including alignment with Higher Learning/Commission/Federal Compliance Policy requirements as addressed in Pine Technical College's Policy 244 Distance Education.

Procedure:

1. Scheduling
 - A. The planning and scheduling of ITV courses being received and delivered to high schools from PTC will be coordinated with the regional consortium directors, the Chief Academic Officer and the Chief Student Affairs Officer; and to other colleges with the college dean/designee.
 - 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 proposing the addition of a course to the ITV schedule must obtain the approval of the Chief Academic Officer or designee.
2. Contracts:
 - A. All contracts for receiving and delivering courses via ITV must be approved by the Chief Academic Affairs Officer and the Business Manager. To ensure the release of funds, a contract must be completed with the proper signatures.

- Pine Technical College is a member of the East Central Minnesota Educational Cable Cooperative (ECMECC) with an established Joint and Cooperative Agreement which outlines the process for delivery of ITV courses to member high schools.
- B. Contracts between the colleges must include a methodology for distributing FYE's and/or semester credit hours.
 - C. All contracts must include deadlines for invoicing.
 - D. The Chief Academic Affairs Officer will review cost effectiveness to determine if the course(s) will be offered; students' needs will be part of this review
 - E. The final contract with original signatures will be maintained in the Business Office; paper or electronic copies will be available for Student Affairs Office, Academic Affairs Office, and Academic Affairs Designee responsible for Coordination of High School ITV Courses.
 - F. All contracts must also stipulate student services to be provided; such as registration, and financial aid, transcription information – grade and attendance.
 - High School attendance policies will be followed for ITV courses delivered to high schools.
 - G. Each contract must also specify an appeal process for dispute of billings.
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 Chief Academic Affairs Officer 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 Chief Academic Officer and the Chief Student Affairs Officer 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 appropriate individual 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 Chief Student Affairs Officer: Official course name/number; start/end dates of instruction; site contact and/or assigned instructor with contact information; term dates of the hosting school/college. If the course meets PSEO eligibility, Student Affairs will ensure PSEO requirements are met per contract and/or Policy 319

- ITV Coordinator provides sheet with site contact information in each ITV room.
 - B. The Chief Student Affairs Officer 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. ITV Coordinator sends each site an information packet, including registration information and any instructor-specific information. 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 Chief Academic Officer and the Chief Student Affairs Officer.
5. Courses Setup:
- A. ITV Coordinators will be named for courses received on campus via ITV. Contact information available in ITV rooms. PTC's ITV Coordinator also provides each PTC faculty with the relevant contact information.
 - 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. The Chief Academic Affairs Officer will observe ITV courses on the established faculty observation schedule.
6. Reporting:
- A. The Chief Academic Officer and the Chief Student Affairs Officer 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: 9/4/13

Approved: _____
Robert L. Musgrove, Ph.D., President

Date: 9/14/13