

Distance Education and Self Funded Courses

Frank J Bova

Distance Education and Self Funded

- Initial taskforce setup by Provost – June 2008
 - Report issued and given at Dean’s Retreat – Fall of 2008
 - Continued to meet and review proposals
- http://www.aa.ufl.edu/workgroups/distance_education

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Workgroup on Distance Education and Self-Funded Programs

The self funded programs of the University are important vehicles for outreach, access, and revenue. Many of these programs have developed in response to a specific need and as a consequence there are significant variations in the program "packages". While this diversity is an acceptable attribute of this activity, there are some necessary general requirements to maintain consistency with University goals and objectives. This packet contains the information and forms needed to assure the desired alignment. Please review with care and complete where required.

- Report of Workgroup on Distance Education and Self Funded Programs (Information) (PDF)
- Application for Approval of Self Funded Program (Required Form) (PDF)
- Guidelines for Start-up Loans (Information) (PDF)
- Application for Start-up Loan (When applicable) (PDF)
- Request for Waiver of Fees (Required Form) (PDF)
- SACS Report of Substantive Change (Required Form) (PDF)
- Information Flow for Self funded Programs and Courses (PDF)
- Guidelines and Application for Assessing Distance Learning Fees (PDF)

Please note that each of the forms has a set of required signatures which must be obtained before implementation. Contact [Dr. Andy McCollough](#) or [Dr. Ken Nanni](#) if you have any questions.

Meetings and Minutes:

- June 16, 2010: [Minutes](#) (PDF)
- May 10, 2010: [Minutes](#) (PDF)
- April 19, 2010: [Minutes](#) (PDF)
- April 1, 2010: [Minutes](#) (PDF)
- March 4, 2010: [Minutes](#) (PDF)
- February 8, 2010: [Minutes](#) (PDF)
- January 6, 2010: Presentation Colloquy
- December 21, 2009: Presentation Apollidon
- December 7, 2009: [Minutes](#) (PDF)

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- December 7, 2009: [Minutes](#) (PDF)
- October 30, 2009: [Minutes](#) (PDF)
- October 14, 2009: [Minutes](#) (PDF)
- September 16, 2009: [Minutes](#) (PDF)
- September 3, 2009: [Minutes](#) (PDF)
- August 27, 2009: [Minutes](#) (PDF)
- August 7, 2009: [Minutes](#) (PDF)
- July 23, 2009: [Minutes](#) (PDF)
- June 5, 2009: [Minutes](#) (PDF)

Workgroup Membership:

Name	Department/College
Andy McCollough	Committee Chair, Office of the Provost
Russ Armistead	Health Science Center
Sheri Austin	Director, University Budget
Frank Bova	College of Medicine
Tom Dana	College of Education
Matt Fojack	University Chief Financial Officer
Ken Gerhardt	Graduate School
Mark Law	College of Engineering
Mark Rieger	College of Agricultural and Life Sciences
Ian Tebbett	College of Pharmacy

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ITN10LD-157 DISTANCE LEARNING COMMITTEE MEMBERS

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<p align="center">Russ Armistead rea@ufl.edu</p>	<p>Associate Vice President, Finance & Planning, Health Science Center</p>
<p align="center">Sheri Austin sheri@ufl.edu</p>	<p>University Budget Officer</p>
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<p align="center">Ken Gerhardt gerhardt@ufl.edu</p>	<p>Associate Dean Graduate School</p>
<p align="center">Mark Law mlaw@eng.ufl.edu</p>	<p>Associate Dean College of Engineering</p>
<p align="center">Ken Nanni knanni@dce.ufl.edu</p>	<p>Director, Distance Education</p>
<p align="center">Mark Rieger mrieger@ufl.edu</p>	<p>Interim Dean College of Agricultural and Life Sciences</p>
<p align="center">Ian Tebbett itebbett@ufl.edu</p>	<p>Professor & Director of Online Forensic Programs College of Pharmacy</p>
<p>Non-Voting Consultants</p>	
<p align="center">Donna Johnson djohnson@aa.ufl.edu</p>	<p>Associate in IT & Distance Learning Provost Office</p>
<p align="center">Fedro Zazueta fsz@ufl.edu</p>	<p>Director Academic Technology</p>

1. [Report of Workgroup on Distance Education and Self Funded Programs \(Information\) \(PDF\)](#)
2. [Application for Approval of Self Funded Program \(Required Form\) \(PDF\)](#)
3. [Guidelines for Start-up Loans \(Information\) \(PDF\)](#)
4. [Application for Start-up Loan \(When applicable\) \(PDF\)](#)
5. [Request for Waiver of Fees \(Required Form\) \(PDF\)](#)
6. [SACS Report of Substantive Change \(Required Form\) \(PDF\)](#)
7. [Information Flow for Self funded Programs and Courses \(PDF\)](#)
8. [Guidelines and Application for Assessing Distance Learning Fees \(PDF\)](#)

- From 2008-2010 proposals were received
 - Reviewed 28 (programs and certificates)
 - Initiated 21
- While consistent guidelines now existed
 - Those who had experience initiated new programs from in-house resources
 - Those without experience had to find “partners” to assist in the process

- Distance Learning Committee charge was “morphed”
(Undergo or cause to undergo a ~~gradual~~ transformation)
- May 10th New Committee was charged to draft guideline for the ITN

from minutes of May 10th meeting:

“Lisa Deal, Purchasing Director, was introduced and discussed the specific procedural process for the Invitation to Negotiate. The Workgroup received the “Selection Committee Guidelines” outlining the Ethical and Sunshine Law Concerns prior to today’s meeting. A timeline was set for vendor questions received by May 25th and the response addendum available by June 2nd, and an opening date of June 22nd. With Memorial Day holiday, the group noted the timeline may need to be adjusted.

Purchasing will help to organize and summarize the solicitation responses. They will also produce a spreadsheet to evaluate and take notes once the vendor proposals begin to be submitted. All these materials are public records along with all personal notes used in the evaluation process.

There is no requirement to rank vendor’s, but the contract must be awarded using the evaluation criteria and scope of work. Any modifications can be made prior to opening date but we must articulate why we selected the particular vendor (s). “

Process

- ITN was issued
- Questions from Vendors were compiled and replies posted
- Vendors for on campus presentations were selected
- Vendors were ranked and presented to the Provost
- Provost created a negotiation team and instructed the team to
 - negotiate with the top selected vendor
 - Report back on outcome of negotiation*

Issues

- Market analysis
- Distance Program development
- Recruitment
- Acceptance
- Program Delivery
- Student Retention

Issues

- Market analysis
- Distance Program Development
- Recruitment
- Acceptance
- Program Delivery and Student Evaluation
- Student Retention

Current Process

- Negotiating with Compass Knowledge Group
 - UF retains all control over
 - Program content
 - Student Acceptance
 - Financial aid
 - Student Evaluation
 - Faculty
 - have the option to participate
 - If the Faculty cannot come to agreement with the vendor they have the option of selecting another vendor
 - Existing relationship will not be altered by the University or the Vendor
 - Are compensated for program development
 - Retain rights to use materials for other scholarly efforts
 - Retain rights to participate at various levels

DRAFT

Draft for Discussion Only (Number 5; October 13, 2010)

The following policy provides an interpretation of the University of Florida Intellectual Property Policy and Article 25 of the Collective Bargaining Agreement as they relate to distance learning. Any agreement or memorandum of understanding entered into by a faculty member and the University with regard to the preparation of a distance learning course must also reflect this policy.

1. Definitions. "Distance learning course materials" or "course materials" mean all those materials and course components developed by faculty and staff members of the University of Florida as part of a distance learning course or in support of such a course. "Distance learning courses" are University of Florida courses conveyed via electronic or other media to persons outside the classroom or other University of Florida educational facility.
2. Copyright Ownership. The University shall own the copyright to any original works of authorship created as distance learning course materials by faculty members while employed by the University of Florida when the faculty member is assigned or commissioned to provide the distance learning course. The creation of course materials may be part of a faculty's member's assignment or may be commissioned through an overload appointment. In addition, course materials may also be commissioned through an agreement with an adjunct faculty member or members. Any exclusion from this ownership policy must be specifically approved in writing by the Office of Research. However, all pre-existing original manuscripts or other original materials in which copyright is owned by the faculty member(s) and which are contributed to the distance learning course materials shall remain the property of the faculty member(s).
3. University's right to use. The University of Florida has the right to use course materials developed by the faculty members and/or other employees involved in the development of a distance learning course that are owned by the University as described above for the University's own education, research, and other purposes (which shall include the activities of University of Florida direct support organizations) without any additional compensation to the faculty member or any other employees who are the authors of the course materials. The authors of the course materials will be given credit for their contributions in any such use.
 - a. Academic departments determine which courses will be offered and who will teach distance learning courses.
 - b. If course materials are used in any course other than those for which they were originally developed, the faculty members who are authors of the course materials will be consulted if practicable. However and in any event, the University retains the right to use the materials with proper attribution.
4. Author's right to use distance learning course materials owned by the University. The University of Florida may grant a non-exclusive license to a faculty author of distance

learning course materials for a particular use of a portion of those course materials created by the author. The non-exclusive license must be negotiated and set forth in writing and must be limited to noncommercial educational uses, except when the use is specifically approved in connection with University-approved outside activities.

5. Revision rights for distance learning materials owned by the University. Distance learning course materials will need to be periodically revised and updated. The faculty member or members who are the authors of course materials will have the primary responsibility for revising and updating the course materials as long as he/she/they are employed by the University of Florida. If the course materials are particularly time sensitive, a revision schedule should be negotiated in advance of the creation of the course materials.
 - a. If a faculty member who is an author is no longer employed by the University or is unable or unwilling to revise and update the course materials as needed (as determined by the department chair), the material may be revised and updated by other University of Florida faculty members. If the authors disagree on revisions of a jointly authored portion of the course materials, such a dispute will be settled by the department chair.
 - b. If any of the course materials are licensed, sold, or otherwise conveyed to a third party, an additional contract may be entered into between the author(s) and the University of Florida (or the third party) to govern the performance of revisions and similar tasks.
6. Conveyance to a third party. If the distance learning course materials owned by the University are licensed, sold, or otherwise conveyed to a third party, the University of Florida Intellectual Property Policy or the Collective Bargaining Agreement, as applicable, will govern the distribution of any proceeds to the authors. Any such licensing or other transfer will be accomplished through the Office of Technology Licensing.
7. Compliance with copyright and privacy laws. It is the policy of the University of Florida that all faculty and staff members comply with the law, including copyright and privacy laws. Therefore, faculty and staff members who are assigned to develop any course materials, including distance learning course materials, must obtain all permissions and releases necessary to avoid infringing copyright or invading the personal rights of others.



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