



R355, Planning, Funding, and Delivery of Courses and Programs via Statewide Telecommunications Networks¹

R355-1. Purpose: The Utah System of Higher Education recognizes that technologically delivered instruction will be an increased focus of our universities and colleges. Through technology, educational opportunities will be expanded as instructional courses and programs are brought to previously un-served regions of the state. Technology will also create new opportunities for USHE institutions to cooperate with each other to offer collaboratively developed and delivered courses and programs. These capabilities will place even greater importance on coordinated system wide planning to maximize the use of system resources, and to protect and nurture existing high quality programs, while taking full advantage of new technologies. This policy:

- 1.1. assigns responsibilities to the Council of Chief Academic Officers to plan and coordinate development of courses and programs to be delivered via statewide networks.
- 1.2. provides for interface between the Council of Chief Academic Officers and the Utah Education Network.
- 1.3. provides procedures for funding and crediting enrollments for courses and programs delivered via statewide networks.

R355-2. References

- 2.1. Policy and Procedures R165, Concurrent Enrollment
- 2.1. Policy and Procedures R350, Master Plan for Educational Telecommunications
- 2.2. Policy and Procedures R353, Telecommunications for Off-campus Learning
- 2.3. Policy and Procedures R315, Service Areas for Off-Campus Courses and Programs

R355-3. Definitions

- 3.1. **The Council of Chief Academic Officers (CAOs):** The Council of Chief Academic Officers, which is comprised of the Chief Academic Officers of the nine USHE institutions and the Associate Commissioner for Academic Affairs.
- 3.2. **Regional Institution:** The institution designated in Policy R315 with responsibility to offer programs at a particular level in a particular geographical area.

R355-4. Policy

- 4.1. **Coordination directed by CAOs:** The coordination of planning and development of courses and programs to be delivered via statewide networks, including EDNET and KULC, will be directed by the Council of Chief Academic Officers (CAOs), functioning as a system level curriculum coordinating committee. The Utah Education Network will provide technical staff support. Coordination will be provided

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by the Academic Affairs Office in the Office of the Commissioner of Higher Education, with review, approval and oversight by the State Board of Regents. The CAOs will be responsible to:

4.1.1. Conduct planning for courses and programs to be delivered via statewide networks, by initiating programmatic needs assessments, developing criteria for deciding among competing programmatic proposals, developing requests for proposals, recommending funding priorities, developing incentives to encourage collaborative programs among two or more institutions, developing instructional assessment methods to assure that appropriate standards of quality are maintained in all aspects of the instructional process

4.1.2. Recommend to the Regents which programs that were initiated prior to the establishment of this policy shall continue, and which shall be discontinued and/or replaced by new programs.

4.1.3. Recommend to the Regents institutional role assignments for delivery of programs and courses via statewide networks. These assignments are to be for a specific length of time, which is to be specified in the CAOs recommendation to the Regents.

4.1.4. Review and resolve disputes regarding requests from regional institutions to restrict courses or programs being delivered by another USHE institution in its service region.

4.1.5. Review copyright issues related to delivery of courses via statewide networks, and recommend policies on copyright to the Regents.

4.1.6. Review and approve recommendations made by the Technology Subcommittee.

4.2. **CAOs Procedures:** In carrying out the above responsibilities, The CAOs shall operate according to procedures which assure equitable and fair representation for all USHE institutions. The Associate Commissioner for Academic Affairs shall chair the Council.

4.3. **Delegation of Responsibilities:** When carrying out the above duties, as appropriate and with the approval of institutional Presidents, the CAOs may assign responsibilities to the USHE Deans of Continuing Education, as well as to the Technology Subcommittee, and other appropriate entities.

4.4. **Institutional Responsibilities:** Review and verification of needs assessments, responses to requests for proposals to deliver courses and programs via statewide networks, and development and delivery of programs and courses will be the responsibility of USHE institutions, either working individually or collaboratively. After development, such proposals will be reviewed and approved through normal institutional procedures. Where appropriate, institutions shall also be responsible to submit programs for necessary review and approval by accreditation agencies. Its portion of collaboratively developed programs and courses must be approved by the respective developing institution through normal institutional procedures.

4.5. **Board Review and Approval:** After discussion and review by the Council of Presidents, the Chief Academic Officers will submit for review and approval of the Regents:

4.5.1. recommendations regarding programs that were initiated prior to the establishment of this policy shall continue, and which shall be discontinued and/or replaced by new programs.

4.5.2. institutional requests to deliver new programs.

4.5.3. proposals to deliver programs collaboratively developed by two or more institutions.

4.5.4. proposals by institutions to deliver existing programs to new geographical areas.

4.5.5. institutional role assignments for delivery of programs and courses via statewide networks.

4.5.6. copyright policies.

4.6. Information Items: The Chief Academic Officers will regularly provide additional information to the Council of Presidents and the Regents on such items as: proposed funding priorities, proposed incentives to encourage collaborative programs, and criteria for deciding among competing programmatic proposals.

4.7. Utah Education Network: The Chief Academic Officers will interface closely with the Utah Education Network. Determination of higher education curriculum issues involving programming, courses, determining and granting credit, credentials, accreditation, offering institutions, and other roles as provided above, are the responsibility of the CAOs. The Utah Education Network is to provide the resources required to assure that students receive the educational opportunities they need. A complete description of the relationship is provided in the bylaws of the UEN Steering Committee. Among the specific activities that require interface between the CAOs and the UEN are:

4.7.1. reviewing the annual Utah Education Network Strategic Plan and budget for statewide telecommunications services which support education.

4.7.2. requesting advice on policy for the planning and operation of educational telecommunications.

4.7.3. resolving competing requests for time on KULC and EDNET.

4.8. Geographic Service Areas: Technologically delivered courses and programs designated for statewide or regional delivery by the CAOs and coordinated by the UEN in accordance with Regents guidelines, are exceptions to the geographic service area concept. (R315-3.8.1) However, in reviewing and approving courses and programs that duplicate those offered by a higher education institution in the region, the CAOs will consider the extent to which the regional institution will be adversely affected, and whether the program or course offered by the regional institution is widely available, at what times, and in which locations.

4.9. Statewide Delivery Systems: The following policies shall apply when funding and crediting enrollments for technologically delivered courses via EDNET, KULC, and other statewide systems:

4.9.1. When an institution delivers through technology a course or program that is not available through the higher education institution in the region, the delivering institution will count all students as budget related enrollments, and will receive all tuition and state appropriations associated with those students. The delivering institution will arrange for necessary institutional, academic, and student support services required by students taking the courses.

4.9.2. When an institution offers concurrent enrollment courses through technology, all students will be counted as budget related enrollments. The institution will receive all tuition and state appropriations associated with those students and will be responsible for necessary institutional, academic, and student support services required by students taking the courses. Institutional requests to technologically deliver concurrent enrollment courses via statewide networks shall be reviewed by the CAOs according to the following considerations:

4.9.2.1. The regional institution with the lower division role assignment in the region shall be given preference to offer technologically delivered concurrent enrollment courses to high schools in the region. 4.9.2.2. USHE institutions may request approval to technologically deliver concurrent enrollment courses outside of their regional service area, subject to review and approval of the CAOs. Approval will be based on such factors as the breadth of offerings already in the region, increased efficiency resulting from statewide delivery of low enrollment courses, and avoidance of unnecessary duplication of offerings.

4.9.3. Courses and programs approved by the CAOs for delivery via technology may in some cases duplicate those offered by a higher education institution in the region. Before presenting requests for approval, by mutual agreement of the two institutions, arrangements may be made for the regional institution to offer the courses as part of its institutional offerings. The arrangements should specify how revenues, expenditures and enrollments generated through the courses are to be allocated.

4.9.4. Programs and courses that are delivered collaboratively by USHE institutions will be funded and counted as follows:

4.9.4.1. Enrollments will be budget related and counted by the institution with whom the students are matriculated as degree seeking.

4.9.4.2. Participating institutions will receive the tuition and state support for those students enrolled in the program who are matriculated as degree seeking at that institution.

4.9.4.3. All students will be required to be formally admitted to a degree program through one of the participating institutions.