

**Policy Title:** Distance Education

**Policy Type:** Academic                      **New/revised:** Revised

**Old Policy #:** Distance Education: 2:05:00:00, TBR guidelines A-070 and A-075

**Approval level:**  Board of Trustees  
 President  
 Vice President  
 Other (specify here)

**Purpose:** This policy is designed to define the academic standards, planning, and implementation issues regarding distance education. In addition, this policy will define the legal rights and responsibilities of course/content creators, and distributors of distance education materials at East Tennessee State University including the intellectual property and ownership of copyright of distance education materials created by faculty and employees of East Tennessee State University.

**Definitions:**

- Distance/Online Education: Distance education occurs when there is a physical separation of the teacher and learner and when communication and instruction take place through, or are supported by, any technological means such as telephone, radio, television, computers, satellite delivery, interactive video, or any combination of present and future telecommunication technologies.
- Online Course: A course in which more than 50% of the course content is delivered in an online environment.
- Online Program: Program in which all courses are delivered online even if some courses require students to attend campus on limited occasions during the course of the program.
- Copyright: Applies to any original work of authorship (17 U.S.C § 102(a)) and grants the owner exclusive rights to reproduce the work, to distribute copies of the work, and/or to publicly display or perform the work. (17 U.S.C § 106).
- Work for Hire: Both the university and the employee own East Tennessee State University courses that are developed within the scope of employment or for extra compensation.

**Policy:**

- I. Requirements and Standards
  - A. Distance education courses offered at East Tennessee State University must be consistent with the level, nature, and mission of the institution.
  - B. When a course is offered through distance education, it will carry the same code, title, and credit as other sections of that course.
  - C. Each distance education course must provide for interaction and timely feedback between students and faculty teaching the course.
  - D. Each distance education course must meet the minimum requirements for distance education courses at East Tennessee State University as defined by the ETSU Online Faculty Liaison committee.

- E. Each distance education course must be reviewed on a regular rotation to ensure minimum requirements set forth by the ETSU Online Faculty Liaison committee are met.
  - F. Each distance education course must be delivered through the university's learning management system.
  - G. Each distance education course must include an assessment of the asynchronous delivery mode in its procedure for monitoring and assessing student performance.
  - H. Each student enrolled in a distance education course shall have access to all the academic support services, instructional equipment, and campus events and other non-academic activities provided for other students.
  - I. Faculty involved in distance education must receive specialized training in the use of the medium.
  - J. East Tennessee State University courses and programs must be delivered in compliance with the Memorandum of Understanding (MOU) for Web Courses and the MOU Rubric for Web Courses established by the ETSU Online Faculty Liaison committee.
  - K. Faculty comply with all policies and standards of best practice regarding intellectual property that pertains to distance education.
- II. Administration of Distance Education
- A. East Tennessee State University will provide specialized support relating to distance education delivery and administration.
  - B. East Tennessee State University will provide administrative units to support faculty and academic departments delivering distance education.
  - C. East Tennessee State University shall ensure compliance with all applicable copyright laws concerning the reproduction of printed materials and the use of transmission of films, filmstrips, videotapes, recordings, performances, or other protected works.
  - D. East Tennessee State University shall ensure compliance with all applicable accessibility laws with regard to information materials and technologies.
- III. Federal Requirements
- A. Each distance education course must be delivered through the university's learning management system to ensure compliance with federal requirements as monitored through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
  - B. In compliance with the Higher Education Opportunity Act (HEOA), East Tennessee State University must
    - 1. establish a secure login and pass code procedure to ensure that distance students registered for courses are the same students who participate in and complete the courses and programs,
    - 2. protect the privacy of all students enrolled in traditional and distance learning courses or programs by establishing written policies and procedures to protect privacy, including strong password and electronic mail policies, learning management system login procedures, and confidentiality agreements for administrators of the learning management system, and
    - 3. assess no charges or fees related to the verification of student identity in distance education courses or programs.

3/24/2017 – approved by the Board of Trustees.