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## 6.0 Curriculum

## **6.1 Statement on Experimental Courses**

Experimental courses may be offered twice with approval by the dean of the respective college or school and the Vice President for Academic Affairs or the designee. The proposal for an experimental course should include clear purpose for offering it, an outline of course content, and criteria for evaluating the course. Only under unusual circumstances will an experimental course be approved to be offered more than two times. If a course is to be offered after the second time, it should be made permanent on the course title file with the curriculum review process being initiated by the department chair.

09/15/79; 03/91

## 6.2 Procedure for Submitting Curriculum Proposals

East Tennessee State University's curriculum proposal, review, and internal approval process is in accord with the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The process is also consistent with policy and guidelines regarding program review and approval of the Tennessee Board of Regents (TBR), the governing board for the nineteen universities and colleges within the System. Finally, the ETSU process complies with Tennessee Higher Education Commission (THEC) requirements regarding the authorization of new programs. Specifically, ETSU's curriculum review and approval process complies with TBR Policy 2:01:01:00 (Program Review and Approval), TBR Guideline A-010 (Academic Program Proposals), and THEC Policy A: 1 (New Program Review Criteria).

ETSU ensures regular review of the curriculum process through internal faculty and administrative bodies. The *ETSU Curriculum Process Manual* describes the curriculum review process, which includes all requirements for curriculum development and approval, calendars for steps in the process, all necessary internal and TBR curriculum proposal forms, and web references to associated ETSU, TBR, and THEC policies and guidelines. The *Curriculum Process Manual* is posted on the ETSU web site at <http://www.etsu.edu/academicaffairs/curriculum/themanual.html>.

Other sites of interest regarding curricular matters at ETSU include the following:

<i>ETSU Graduate Catalog</i>	<a href="http://www.etsu.edu/reg/catalogs.htm">http://www.etsu.edu/reg/catalogs.htm</a>
<i>ETSU Undergraduate Catalog</i>	<a href="http://www.etsu.edu/reg/catalogs.htm">http://www.etsu.edu/reg/catalogs.htm</a>
<i>ETSU Proficiency-Intensive Course Listing</i>	<a href="http://www.etsu.edu/reg/Intensiv.htm">http://www.etsu.edu/reg/Intensiv.htm</a>
<i>TBR Academic Policies</i>	<a href="http://www.tbr.state.tn.us/policies/academics/academic.htm">http://www.tbr.state.tn.us/policies/academics/academic.htm</a>
<i>TBR Form A-010</i>	<a href="http://www.tbr.state.tn.us/guidelines/academics/A-010.htm">http://www.tbr.state.tn.us/guidelines/academics/A-010.htm</a>
<i>TBR Formats</i>	<a href="http://www.tbr.state.tn.us/guidelines/academics/academicguidelines.htm">http://www.tbr.state.tn.us/guidelines/academics/academicguidelines.htm</a>
<i>ETSU Curriculum Advisory Committee Minutes</i>	<a href="http://www.etsu.edu/academicaffairs/curriculum/index.htm">http://www.etsu.edu/academicaffairs/curriculum/index.htm</a>
<i>ETSU Graduate Council Minutes</i>	<a href="http://www.etsu.edu/academicaffairs/curriculum/GC/GraduateCouncil.html">http://www.etsu.edu/academicaffairs/curriculum/GC/GraduateCouncil.html</a>

## **6.3 Practices and Procedures for Continuing Studies**

### **6.3.1 School of Continuing Studies**

The School of Continuing Studies is one of nine academic schools and colleges of East Tennessee State University. The School was approved by the State Board of Regents in the Fall of 1988, and it brought together a variety of credit and noncredit programs that had reported individually to the Vice President for Academic Affairs. Its mission is to develop and extend quality educational opportunities and services in order to meet the needs of adult, nontraditional, and other learners.

The School of Continuing Studies is organized into the following departments: University Centers, Evening and Summer School, Credit Programs, and Professional Development.

### **6.3.2 University Centers**

Day and evening classes including undergraduate and graduate courses are offered each term at ETSU/UT at Kingsport. Undergraduate offerings meet most of the freshman and sophomore degree requirements of most ETSU programs. Graduate evening courses are available for most of the master of business administration and the master of education programs. Courses are taught by full-time ETSU faculty based at the center, faculty from Johnson City, and adjunct instructors from the community. Career counseling, academic advising, and tutoring are available. The facilities on the 100-acre site include computer registration, bookstore, library, laboratories, computer room, gymnasium, and tennis courts.

Evening undergraduate classes including core courses are offered each term at the Bristol Center in Bristol, Tennessee. Some graduate courses, primarily in education, are also offered.

### **6.3.3 Evening and Summer School**

The Office of Evening and Summer School administers evening classes and summer programs in addition to offering evening and adult student registration, advisement, and other services. The office maintains an extensive offering of evening classes on the main campus and at university centers. Any ETSU course may be scheduled during the evening and may be applied toward degree requirements as appropriate.

A variety of courses and core formats are offered during the summer session. A three-week intersession of nontraditional courses, frequently involving travel and unusual learning modes, is scheduled after spring semester. Then, two five-week terms follow with regular day and evening classes and a large selection of workshops.

This office also provides the academic component of the Center for Adult Programs and Services (CAPS). A joint program of Academic and Student Affairs, CAPS is a unique collection of academic and student support services designed to ease the transition of new adult and reentry students into the University.

### **6.3.4 Credit Programs**

Credit Programs is responsible for the Bachelor of General Studies degree program, for television courses, for off-campus credit courses at sites other than the ETSU/UT at Kingsport and Bristol Center, and for the Weekend College at ETSU/UT at Kingsport.

The Bachelor of General Studies (BGS) degree provides adult students an alternative to traditional degree programs. A learner-centered program, it allows students to develop individualized programs of study in more than one academic area specifically tailored to their learning needs. Each BGS student completes 55 semester hours of general education core course work. The remaining 73 semester hours are selected by the student and academic advisors in designing an Individual Learning Plan. Students in the program have the option of developing a prior learning portfolio to request credit for documented college level learning that took place outside of the traditional college classroom. Prior learning portfolios are evaluated by ETSU faculty.

A variety of television courses are available through the School of Continuing Studies. Together with the Office of Instructional Television Services, the school offers live, interactive courses over ETSU's Instructional Television System. These are on-campus courses broadcast to remote sites. During class, students at the sites talk to the instructor and classmates over a telephone bridge.

The School of Continuing Studies offers several undergraduate telecourses each term. Telecourses are produced by an outside agency or university and are intended for students who can work independently since there are no weekly class meetings. However, all other regular academic requirements remain, and students are supervised by a faculty member and have scheduled meetings during the term.

The School of Continuing Studies offers credit classes at sites other than in Johnson City and ETSU/UT at Kingsport and Bristol Center in order to serve the needs of area schools, businesses, and organizations. The courses may be taught on-site when possible, and can either be existing classes or, in some cases, course content can be tailored to an organization's needs.

In the Spring of 1991, a Weekend College began operation at the Kingsport University Center. These classes typically meet on Friday evenings and Saturday mornings and afternoons for either five or seven weekends. Undergraduate and graduate courses are offered during fall and spring terms.

### **6.3.5 Professional Development**

Professional Development provides continuing professional education and training opportunities to the regional community through seminars workshops, conferences, noncredit courses, teleconferences, and customized training. Professional Development is responsible for needs assessment, planning, implementation, and evaluation of noncredit and continuing education (CEU) programming. Personal development, leisure, and community service programs are also offered.

Teaching and consulting opportunities are open to ETSU faculty and staff and are negotiated on a program-by-program basis. Compensation received for instructional and consultation services cannot exceed 20% of the faculty or staff member's salary. Staff scholarships are available for faculty and staff to attend some programs, based on proper application and the availability of funds.

## **6.4 Policy for Telecourse Administration at ETSU**

### **6.4.1 TBR Guidelines**

ETSU follows TBR Guidelines A-070 in the administration of distance education courses.

### **6.4.2 Program Planning and Implementation**

The Office of Distance Education mission statement describes its rationale to meet ETSU's goals and objectives for outreach.

The Office of Distance Education complies with TBR policy's definition for distance education.

The Office of Distance Education complies with TBR policies, when applicable, related to Program Review, Admissions, Undergraduate Academic Retention Standards, Classification of Students, Faculty Promotion, Payment of Student Fees and Enrollment of Students. The Office of Distance Education also complies with TBR's guideline for Interinstitutional Relationships and Off-Campus Affairs.

### **6.4.3 Academic Standards**

Each distance education course is consistent with ETSU's mission, level, and nature.

Academic standards for distance education courses are determined by the academic unit offering the course.

All distance education courses carry the same code, title, and credit as other sections of that course.

Academic departments determine faculty load and compensation for all distance education courses.

The Office of Distance Education makes administrative and academic information available online [<http://online.etsu.edu/>] to distance education students, faculty, and administrators.

All students in distance education courses have access to academic support, library services and other instructional support that other students have. Links for these services are provided online [<http://online.etsu.edu/>] for all distance education students and faculty.

### **6.4.4 Identification of Distance Education Courses**

#### **6.4.4.1 Responsibility**

The Office of Distance Education is responsible for courses identified as distance education courses in compliance with TBR, SACS, and institutional policy.

#### **6.4.4.2 Telecourses**

The Office of Distance Education is responsible for providing academic chairpersons materials to review in the consideration of telecourses for broadcast and video check-out for college credit. Potential courses may be identified by faculty or academic chairs and recommended for offering as a telecourse.

#### **6.4.4.3 Internet Courses**

Academic departments identify Internet courses, in consultation with the Associate Dean for Distance Education.

#### **6.4.4.4 Interactive Television Courses**

Academic departments/colleges identify interactive television courses, in consultation with the Programming Coordinator in the Office of Distance Education.

All new distance education faculty receive training. The Programming Coordinator, Video Production Coordinators and Outreach Coordinator share responsibilities for interactive television training. The Programming Coordinator is responsible for telecourse training. The Office of Distance Education and the Office of Instruction Technology provide training for Internet courses.

Each faculty member is provided with a copy of the Distance Education Handbook. The handbook is updated annually. The distance education handbook is also available online <http://de.etsu.edu/Handbook/Handbook.htm>.

#### **6.4.5 Distance Education Faculty Responsibilities**

##### **6.4.5.1 Responsibilities**

Distance Education Faculty, depending upon the course delivery medium, are responsible for:

- a. attending training sessions;
- b. developing and scheduling student assignments and activities;
- c. developing and administering student tests;
- d. evaluating course software;
- e. meeting with students for orientations, test reviews and administering tests;
- f. monitoring attendance, where appropriate;
- g. evaluating student progress and performance;
- h. assigning grade;
- i. notifying student of test grades;
- j. providing students with contact information, (e.g., telephone, email, on-campus visits during posting office hours);

- k. developing a web-page component (encouraged for interactive television courses and telecourses);
- l. complying with distance education institutional and TBR policies for distance education; and
- m. complying with federal copyright law.

#### **6.4.5.2 Intellectual Property**

The Tennessee Board of Regents has adopted a Policy on Intellectual Property Rights for faculty developing instructional materials for Distance Education courses.

#### **6.4.5.3 ETSU Memorandum of Understanding**

An Internet-based course is defined as a course in which more than fifty percent of the course content or traditional contact hours are delivered via some form of Internet activity. All Internet-based courses at ETSU must be coordinated through the Office of Distance Education, and faculty are advised to contact this office for information and assistance early in the process of developing an Internet-based course.

Faculty who plan to develop an Internet-based course to be offered at ETSU should complete a memorandum to formally clarify the nature of the course and establish a record of understandings regarding rights to the Internet-based course and course materials. The form to be used for the memorandum of understanding is available online at [http://deserve.etsu.edu/dedata/MOU\\_Regular.htm](http://deserve.etsu.edu/dedata/MOU_Regular.htm).

If a faculty member is being employed or assigned specifically to create the Internet-based course or materials for the university/department, faculty and administrators should also consult TBR Guideline A-075, Distance Education and Intellectual Property and, when appropriate, complete a Work Made for Hire Agreement.

#### **6.4.6 Roles, Responsibilities, and Duties of Distance Education Administrators and Staff**

All distance education administrators and staff, including part-time staff, have written job descriptions. Job descriptions are updated periodically. Current job descriptions are on file in the Office of Distance Education and Office of Human Resources.

An overview of professional staff responsibilities is covered in the distance education faculty handbook. Job descriptions for part-time support staff (e.g., production assistants, faculty assistants, classroom assistants) are included in the appendix.

#### **6.4.7 Distance Education Evaluation and Assessment**

The sponsoring school/college is responsible for evaluating course instructors as it does in all other instructional situations (see TBR Guidelines A-070, 1[4]).

The Office of Distance Education administers distance education student surveys for selected distance education courses every fall and spring semester. The student surveys evaluate the effective use of the medium of instruction.

The Office of Distance Education administers faculty questionnaires for all distance education courses every semester.

Results of distance education faculty questionnaires and student surveys provide data on assessing and/or improving distance education services.

#### **6.4.8 Distance Education Funding**

No distinction shall be made between student credit hours generated through distance education and credit hours generated through on-campus instruction.

The Office of Distance Education shares revenue, after expenses, for all distance education courses funded from the regular academic year and summer budgets. Distance education courses funded from the summer entrepreneurial and fee-based recovery (self-supporting) budgets are not included in the annual tally for revenue sharing. Distance education expenses are calculated into the cost of each summer entrepreneurial and fee-based recovery (self-supporting) distance education course.

The Office of Distance Education maintains a budget to acquire and maintain distance education hardware and courseware.

The Office of Distance Education maintains records of operating costs.

#### **6.4.9 Distance Education Enrollment Data**

The Office of Distance Education is responsible for generating and providing student enrollment data on distance education and for reporting to the University and TBR.

Data is maintained in files in the Office of Distance Education and online.

#### **6.4.10 Scheduling Distance Education Courses**

Academic units schedule distance education courses in the same manner that other courses are submitted. Distance education course scheduling follows the same semester timetable and procedures, as determined by the Registrar's Office.

Faculty and chairs will be involved in the determination of maximum enrollments for distance education courses, in consultation with distance education staff.

Specific sections numbers must be used for all distance education courses. Academic units can contact the Programming Coordinator for scheduling information.

Course scheduling information is available online at <http://online.etsu.edu/DEschinfo2.htm>.

#### **6.4.11 Telecourse Management**

##### **6.4.11.1 Public Broadcast Telecourses**

Final approval for offering a public broadcast telecourse is dependent upon:

- a. program space at WSJK/WKOP, channels 2/15 and mutual agreement among telecourse representatives for Roane State Community College, Pellissippi

State Technical Community College, Northeast State Technical Community College, Walters State Community College, and ETSU.

The Programming Coordinator coordinates the scheduling of television viewing times with WSJK/WKOP, channels 2/5, and other television outlets (including cable) in consultation with area two-year TBR schools.

- b. the past record of the telecourse (if any exists);
- c. marketability of the course;
- d. availability of course materials; and
- e. cost of course.

#### **6.4.11.2 Video Check-Out Telecourses**

Final approval for offering a video check-out telecourse is dependent upon:

- a. the past record of the telecourse (if any exists);
- b. marketability of the course;
- c. availability of course materials; and
- d. cost of course.

#### **6.4.11.3 Telecourse Program Sources**

- a. Academic units are urged, when feasible, to consider PBS and Annenberg courses. Course software is obtained by satellite broadcast or purchasing master copies of telecourse series.
- b. The Tennessee Media Consortium is also a source for course software. (The Library Media Center on campus can provide a list of courses owned by the consortium.) Academic units are encouraged to utilize it as a source for courses.
- c. The Office of Distance Education will supply catalogs and review materials for those who wish to review other courses.
- d. Faculty will be provided sample videos of telecourse programs for preview and planning purposes only.

#### **6.4.11.4 Instructional Support**

- a. The Office of Distance Education will pay reasonable costs for mailing student course materials, duplication, advertising, telecourse license fees, student royalty fees, and faculty assistants.
- b. The Office of Distance Education makes arrangements for students to take exams at off-campus locations (in cooperation with the faculty member).

#### 6.4.12 Internet Course and Web-Enhanced Course Management

Per ETSU policy, an Internet course is defined to be a course in which students may complete more than 50% through web access.

The Distance Education server supports faculty development and deployment of web-based courses and web-enhanced courses.

The Office of Distance Education provides server access to all faculty teaching distance education courses for purposes of developing and providing course enhancements to interactive television courses and telecourses.

Faculty must comply with ETSU's Internet course standards and policies, as described in the Distance Education Handbook.

Standard Components for Web-based Courses: The following components should be included in every web-based course independent of the subject matter:

- a. A course syllabus
- b. Course outcomes
- c. A detailed description of how to submit assignments
- d. A technical help page B when students have technical problems with the course, they should be directed to resources for assistance
- e. A student resources page B a page containing hyperlinks to university resources designed for students who are seeking help or support. An example would be a web page that contains hyperlinks to the Library, important semester dates (Registrar), Adult Programs & Services, Advisement Resources Center, Career Placement and Internship Services, Counseling Center, and Disability Services. Distance Education should develop such a page to be used in every course.
- f. Instructor Contact Information: Students must be provided reasonable opportunity for private contact and communication with the course instructor. Contact information should include office hours, telephone number, email address, fax number (if available), and mailing address. Regularly scheduled synchronous chat sessions could also be included, provided that the chat sessions allow for private sessions between the student and the instructor.
- g. Each Internet course must provide for the interaction among students and faculty and students. An online discussion forum would be an asynchronous example of this.
- h. Each Internet course should provide the student with a calendar for assignment completion to help pace the student through the course. Due to the nature of asynchronous learning, students need a guide and calendar for completion of assignments.
- i. All Internet courses will be password protected and each student enrolled in the course shall be given a username and password to the course.

- j. Each course shall have a public page to allow prospective students to view the course objectives, calendar, prerequisites, and technology required to access the course modules.
- k. Distance Education will perform a student assessment for the delivery methods for all Internet courses.
- l. Each course must have a student release form due to the discussion forum posting of student comments. Distance Education will place such a form in each course web and collect student submissions into a database.
- m. A standard ETSU logo should be on the public page and the home page of the course web to clearly identify the course with ETSU. This logo used should be the same on all courses.

#### **6.4.13 Interactive Television Course Management**

The Programming Coordinator works with academic units and off-campus center staff to schedule courses.

The Video Production Coordinators hire, train, and supervise production assistants and classroom facilitators for courses at off-campus sites.

The Outreach Coordinator maintains the on- and off-campus courier service.

The Office of Distance Education maintains equipment at off-campus sites.

The Office of Distance Education staff works with off-campus center staff to deal with problems and improve services for distance education courses.

#### **6.4.14 Distance Education Faculty Assistance and Instructional Support**

The Office of Distance Education offers faculty assistance and instructional support, depending upon course medium, for:

- a. logistics between faculty on-campus and off-campus sites via courier service
- b. faculty assistants
- c. faculty handbook
- d. copyright compliance
- e. training, including teaching guidelines, instructional design, course management
- f. course scheduling information
- g. library services at on- and off-campus
- h. off-campus testing services

- i. classroom facilitators and production assistants for on-campus overflow classrooms and off-campus sites
- j. student assessment of instruction
- k. procedures for inclement weather or missing class

#### **6.4.15 Marketing, Publicity, and Promotion of Distance Education**

The Office of Distance Education is responsible for marketing, publicity and promotion of distance education courses. Faculty may be asked to participate in marketing.

02/2001

## 6.5 Textbook Policies

Tennessee Code Annotated, Title 49, Chapter 7, Part 1 specifies that the Tennessee Board of Regents develop policies for minimizing the cost of textbooks and ancillary course materials at its higher education institutions, while maintaining quality of education and academic freedom. TBR Policy 2:07:00:00 requires each institution to develop policies for minimizing the cost of textbooks and ancillary course materials. In compliance with the TBR policy, ETSU has established the following processes:

- a. The ETSU Bookstore supplies faculty with pre-populated Textbook Requisition Forms (TRF) for courses in October for the Spring term and in March for Summer and Fall terms to allow sufficient time for ordering and receiving textbooks/materials prior to the beginning of a term. If a faculty member wants to change a previous selection, he or she should so indicate on the TRF, provide pertinent information about the new selection, and return for a cost statement.
- b. Information regarding instructor-specified required and supplementary textbooks/and materials is available to students by term on the ETSU Bookstore Web site. This information includes cost, title, author, publisher, edition, International Standard Book Number (ISBN), and whether the textbook or materials are required, recommended, or optional. New or used textbook/materials and costs are also available. It is recommended that any college/department printed or online information regarding textbooks/materials include costs.
- c. Each ETSU Bookstore TRF includes costs of new and used textbooks/materials, and each instructor must affirmatively knowledge the price of the textbooks and materials giving approval to order. The bookstore will only order after instructor authorization.
- d. Faculty members should consider ways to reduce the cost of course materials prior to ordering. Cost-minimization strategies, information about course textbook/materials costs, and buy back considerations are posted on the Faculty Senate Web site. As standard practice, bundled materials are discouraged. When bundled materials are requested on the TRF, the department chair also must sign the form verifying review of costs.
- e. The ETSU Bookstore allows students to purchase a textbook separately from a bundled package of course materials that includes a textbook(s). When possible, the bookstore sells study products separately from each other.
- f. The ETSU Bookstore promotes convenient book buy-backs through several advertised means in order to increase the availability of used textbooks.
- g. Copies of textbooks provided by publishers at no cost will be available to students through departmental libraries or Sherrod Library where they will be placed on reserve, thus allowing maximum hours of access to students.
- h. The ETSU Bookstore staff will comply with this policy, including the textbook inventory and monitoring charge.

09/15/79; 3/17/95; 02/07/08