Policy 44
Effective January 1, 1992

GOVERNORS STATE UNIVERSITY

POLICY AND PROCEDURES FOR THE SELECTION OF TELECLASSES AND TELECOURSES

This policy addresses the selection of courses and faculty for teleclasses and telecourses.

Teleclasses

Proposals for the approval of teleclasses shall be considered based upon the procedures outlined below. Approval is an ongoing process and should be completed within one trimester.

Procedures Selection

The review process is designed to ensure that each proposal receives a thorough review and that necessary documentation is supplied.

Step 1: The director of the Office of Extended Learning (OEL), or other official so designated, shall schedule meetings on a regular basis with the division chairs to identify possible teleclasses to be included in the curriculum. At the same time, faculty and administration are encouraged to submit proposals to the director of OEL or to another official so designated. The director of OEL, or other designee, shall forward all proposals to the appropriate college dean for review.

Step 2: The college dean shall acknowledge each proposal and forward it to the appropriate collegial review committee.

Step 3: The division curriculum committee (if there is one) and other appropriate collegial review committees shall review the proposal in accordance with the collegial review procedures. Following this review, the proposal shall be forwarded with recommendations to the college dean.

Step 4: The college dean shall review the proposal and make recommendations.

A proposal receiving a positive recommendation will be forwarded to the Instructional Communications Center (ICC). (See Step 5.)

Faculty from GSU or elsewhere will be identified and selected by the dean to be on-camera professor(s).

A proposal not recommended stops here.

Step 5: ICC shall produce and review faculty screen tests and conduct a feasibility study for the proposal. As part of this study, input from students shall be solicited. Information and recommendations shall be forwarded to the provost, the college dean, and the dean of Special Programs and Continuing Education (SP&CE).

Step 6: The provost, the college dean, the dean of Special Programs and Continuing Education and the director of ICC shall meet to make recommendations on the proposal.

If a proposal receives a positive recommendation and involves a new course, the proposal will be forwarded to the University Curriculum Committee (UCC). (See Step 7.)

If a proposal receives a positive recommendation and involves an existing course, the proposal will be forwarded to the provost. (See Step 8.).

A proposal not recommended stops here.

Step 7: UCC shall review and make recommendations regarding the approval of all proposals involving new courses.

A proposal receiving a positive recommendation will be forwarded to the provost for review and final recommendation. (See Step 8.)

A proposal not recommended will be returned to Step 6 along with reasons for non-recommendation.

Step 8: The provost shall make the final decision on all proposals.

A proposal receiving a positive decision goes into production.

A proposal not recommended for implementation stops here.

*Refer to the attached flow chart for a graphic view of the above selection process (on file in Provost's Office).

Telecourses

Proposals for telecourses shall be considered for approval based upon the procedures outlined below. Approved telecourses should be available for scheduling no later than two trimesters after the approval process begins.

Procedures Selection

The review process is designed to ensure that each proposal receives a thorough review and that necessary documentation is supplied.

Step 1: The director of the Office of Extended Learning (OEL), or other official so designated, shall schedule meetings regularly with division chairs to identify possible telecourses to be included in the curriculum. At the same time, faculty and administration are encouraged to submit proposals to the director of OEL, or other official so designated.

The director of OEL, or other designee, will order preview packages per the request of the division chairs. Preview packages will be forwarded to the division for review.

The director of OEL, <u>or other designee,</u> will submit all proposals for telecourses to the college dean.

Step 2: The college dean shall acknowledge each proposal and forward it to the appropriate collegial review committee.

Step 3: The division review committee (if there is one) and other appropriate collegial review committees shall review the proposal and all preview material in accordance with the collegial review procedures Following this review, the proposal and all preview material shall be forwarded with recommendations to the college dean.

Step 4: The college dean shall review the proposal and all preview material and make recommendations.

A proposal receiving a positive recommendation will be forwarded to the Instructional Communications Center (ICC). (See Step 5.)

A proposal not recommended will stop here.

Step 5: The ICC shall analyze the instructional development and production quality of the proposal. As part of this analysis, input from students shall be solicited. Information and recommendations shall be forwarded to the provost, the college dean and the dean of Special Programs and Continuing Education (SP&CE).

Step 6: The provost, the college dean, and the dean of Special Programs and Continuing Education shall meet to make recommendations.
If the proposal receives a positive recommendation, the proposal and all preview material will be forwarded to the University Curriculum Committee (UCC). (See Step 7.)

A proposal not recommended will stop here.

Step 7: UCC shall review and make recommendations regarding the approval of all telecourse proposals.

A proposal receiving a positive recommendation will be forwarded to the provost. (See Step 8.)

A proposal not recommended will be returned to Step 6 along with reasons for non-recommendation.

Step 8: The provost shall make the final decision on all telecourse proposals.

A proposal receiving a positive decision is approved to be leased.

A proposal not recommended for implementation stops here.

*Refer to the attached flow chart for a graphic view of the above selection process (on file in the Provost's Office).