April 24, 2018

To: Dean Van Galen, Chancellor
   116 North Hall
   University of Wisconsin – River Falls

From: Mialisa Moline, Chair
       Faculty Senate
       University of Wisconsin – River Falls

Re: UWRF Faculty Senate Motion 2017-18/126

The following motion was approved with 15 in favor, 0 opposed, and 0 abstentions by the Faculty Senate on April 18, 2018:

Motion from the Faculty Welfare and Personnel Policies Committee (Doug Margolis, Chair) to amend the Faculty and Staff Handbook by adding "Section 4.14 Distance Education Requirements." This section shall govern faculty requirements, training, and course review for distance education courses, as follows:

4.14 Distance Education Qualifications
This policy applies to distance education and mixed Face-to-Face courses as defined by HLC terminology and stated in this Handbook in Chapter 9, Section 28.

4.14.1 Faculty and Staff Requirements for teaching online courses
To ensure the rigor of offerings and quality of instruction, only faculty and instructional academic staff that have undergone training for distance education instruction shall be “qualified” and permitted to teach online courses. Online distance education training shall be provided by UWRF to any faculty or IAS before being assigned to teach online courses (i.e., before a section with the instructor’s name is placed onto the schedule) and these faculty and IAS shall be compensated for their participation in this training. Chairs are responsible for verifying that faculty are “qualified” before course schedules are submitted to the Registrar’s
Office. For faculty and IAS with documented training in online education from other institutions or demonstrated competency, the Dean of the College responsible for the instructor, in consultation with the respective Department Chair, shall review and approve exceptions to the UWRF training requirement. Faculty who are "qualified" to teach online courses will be required to participate in periodic updates and/or retraining on a schedule to be determined by the Provost. This periodic update training will be offered during faculty and IAS contract periods or attendees not on contract at the time of the training will be appropriately compensated.

4.14.2 Training in Distance Education
UWRF intends to offer state-of-the-art, high impact, distance education. To accomplish this goal and to ensure that all instructors of distance education courses are aware of best practices in online teaching, UWRF shall offer an initial training to qualify instructors for distance education courses and periodic update training to help instructors cultivate effective instructional strategies relevant to their disciplines. This training also puts UWRF in compliance with its NC-SARA agreement, which permits recruitment of students outside Wisconsin. Training in distance education shall include information about engaging learners in online contexts, best practices for online instruction, discipline specific example activities, and specific technology functions for delivering effective online instruction.

4.14.3 Periodic Reviews and Course Assessment
Distance Education courses shall be assessed in a fashion similar to traditional courses. That is, these courses shall collect data from students regarding the quality of the online course experience AND programs or departments will develop procedures to include online courses in Peer Review processes. Distance Education courses should be reviewed by department chairs, or their designee, at least once in a three year period. Data on distance education courses should be included in the Program's assessment reports.

Approved

Disapproved

Dean Van Galen, Chancellor

4/25/15 Date