ARTICLE 30
DISTANCE EDUCATION

30.§1 PRINCIPLE. This article establishes policies, procedures, and compensation guidelines for the development, preparation, presentation, transmission, or re-transmission for distance education.

30.§2 DEFINITION. Distance education courses are those wherein the instructor and the student are separated geographically so that face to face communications are rare or non-existent. Instruction occurs instead through media including, but not limited to, live or recorded visual presentations and material using direct signal or cable, transmission by telephone line, fiber-optic line, digital and/or analog videotape, audiotape, CD-ROM, computer and internet technology, e-mail or other electronic means, now known or hereafter developed, utilized to teach any course originating from or sponsored by Western Michigan University (WMU).

30.§3 ACADEMIC FREEDOM. Faculty members engaged in distance education shall have academic freedom in discussing their subject. Individual faculty members should have the same responsibility for selecting, developing and presenting content or other materials in courses offered through distance education technologies that they have in those offered in traditional classroom settings.

30.§3.1 Methods of presentation and course materials are to be under the control of the faculty assigned to develop and/or teach the distance education course with consideration of WMU Extended University Programs (EUP) design/layout guidelines to maintain consistency. Course content must be prepared документ prior to release of a distance education course including if applicable: textbooks, lessons, quizzes, exams and any other material needed for course presentation.

30.§3.2 Distance education courses (or modifications thereof) shall comply with all of the standard procedures and criteria which have been established for traditional in-the-classroom courses—including but not limited to, faculty involvement at the level of course development and approval, selection of qualified faculty to teach the course, pedagogical determinations about appropriate class size, copyright clearance, and oversight of all final course offerings by the appropriate faculty committee to ensure conformity with previously established traditions of course quality and relevance to programs.

30.§3.3 Oversight by the faculty member’s colleagues within the department or program shall be subject to the usual norms and responsibilities of supervision and oversight associated with the functions of the department or program.

30.§3.4 Assistance to faculty members in converting course content into useable distance education media and additional services associated with distance education courses shall be made available to the greatest extent possible by the Department of Distance Education.
30.§4 WORKING CONDITIONS. Bargaining-unit faculty members shall be given preference over all non-bargaining unit personnel in the presentation and/or implementation of courses. They shall not be required to teach distance education courses.

30.§4.1 Determination of class size for a distance education course will be based on pedagogical and fiscal considerations.

30.§4.2 Preparation for distance education courses offered through (EUP) will be compensated with a minimum of three thousand dollars ($3000). Preparation is defined but not limited to: development of lesson plans and student materials, selection of textbooks and support materials, copyright clearance, participation in planning meetings for distance education adaptation, and the development of any additional materials. Major revision of such courses will occur at the mutual agreement of the faculty member and the Director of Distance Education, and the faculty member will be compensated a minimum of one thousand dollars ($1,000). In addition to the preparation fee, faculty will be remunerated at standard EUP rates when teaching distance education courses through EUP. These funds will be paid either to the instructor of record, or to the sponsoring department to provide reassigned time as approved by department chair and college dean.

30.§4.3 The initial development and preparation of a course usually takes place in the semester prior to the course offering and may be spread over a year.

30.§4.4 Distance education courses may be included as part of the faculty member’s regular load, or may constitute an overload, or be a combination of both, as approved by department chair and college dean. Grades will be issued using normal University procedures.  

30.§5 INTELLECTUAL PROPERTY. Courses and course presentations shall not be recorded (audio or video-taped or digitally captured) without prior knowledge and consent of the faculty member. Such recordings are not to be re-used without the written consent of the faculty member. Copyright of recordings of courses, course presentations, computer-assisted instructional content, or other digital materials created by the faculty member(s), without financial compensation or extra-ordinary support services provided by WMU, shall be owned by the faculty member(s) as in the case of traditional course material.

30.§5.1 The faculty member (or an appropriate faculty body) who creates the course (or adapts a pre-existing course to a distance education format), without financial compensation or extra-ordinary support services provided by WMU, for use in distance education shall exercise control over the future use, modification, and distribution of instructional material and shall determine whether the material should be revised or withdrawn from use.

30.§5.2 For those distance education courses in which financial, technical, compensatory, or extra-ordinary support services are provided by WMU, ownership rights shall reside with the University unless otherwise negotiated on an individual basis, prior to the development and initial offering of the course. Chapter representation and attendance shall be available to faculty at meetings to discuss and determine ownership rights.