

# **College of Education & Professional Studies**

## **Distance Education Fee Use Policies**

### **Overview**

The College of Education & Professional Studies will use the fees assessed on online courses (as defined by the University of Wisconsin System) to support the development of quality distance learning opportunities for students and faculty development. These fees will be used to support areas such as:

- Outreach to new students through distance learning opportunities
- Redesigning existing courses into alternative formats
- Creating new courses
- Improving distance teaching and learning through faculty compensation and release time
- Faculty development
- Technology purchases
- Incentives to increase online learning course offerings
- Administration and development of distance learning programs
- Other distance learning priorities as determined by the Dean

Distribution of funds as outlined below is dependent on monies available.

### **Distance Education Fee Committee (DEFC)**

The Dean or designee will chair the Distance Education Fee Committee (DEFC) and members of the committee will be comprised of representatives of each of the departments in the College and others as determined by the Dean. The committee serves in an advisory capacity to the Dean for COEPS fee use and allocation, particularly in the area of mini-grant proposals. The Dean will convene meetings of the DEFC as needed when mini-grant proposals are reviewed or as needed throughout the academic year.

### **Fee Use and Allocation:**

The Dean has the budgetary responsibility for all Distance Education fees collected in the COEPS. The DEFC will review and make recommendations to the Dean on all mini-grant proposals. In addition to the mini-grant proposals, the Dean will allocate Distance Education funds as they are available for a variety of purposes on an ongoing basis. These expenditures may include faculty and staff compensation for self-sustaining programs, compensation incentives for online instruction, planned and unplanned replacement of hardware, software and other technology to be used in COEPS, program administration and outreach. Priority will be given to all proposals, programs, compensation, and purchases that have a direct link to increasing on-line learning in COEPS. The Dean will prepare a yearly summary of how funds have been used and share this with the College through the DEFC.

## Incentives for Online Instruction

The College values high-quality online learning and recognizes the additional instructional skill-set needed to create rigorous distance education experiences. As such, COEPS will provide nominal incentives for faculty and staff above and beyond the standard compensation structures for courses taught online. To apply for these incentives, or to request applicable compensation, please submit an incentive request form to the Dean's office.

**Online Course Development Incentives:** The purpose of this incentive is to provide additional support to develop online course(s). Course development is defined as the creation of a new course or major revision (as determined and approved by the department chair) of an existing course. *Course development incentives are typically NOT to be combined with mini-grant proposals. They may, however, be used for summer compensation or as stipend overload payments during the academic year.* Fifty percent (50%) of the course development stipend will be paid at time of authorization by the Dean and fifty percent (50%) at time of course development completion. At the completion of the course development a brief report must be sent to the Dean's office outlining the completion of the course and a schedule for offering it.

Incentives are:

- 1 Credit course development = \$1,000
- 2 Credit course development = \$2,000
- 3 Credit course development = \$3,000

**First Time Online Teaching Incentives:** The purpose of this incentive is to provide additional support the first time a course is taught online. This will be paid at the start of a course that is taught online for the first time. This is in addition to standard compensation/contractual amounts for teaching the course. It is the department's responsibility to notify the Dean's office of this incentive applicability at least 3 months prior to the course offering to provide time for stipend request paperwork. *If course is cancelled, incentive will be removed from contract.* Incentives are:

- 1 Credit course first time incentive = \$500
- 2 Credit course first time incentive = \$750
- 3 Credit course first time incentive = \$1,000

**Online Quality Incentive:** The purpose of this incentive is to ensure high-quality and rigorous instruction in all online course offerings in COEPS. An additional \$1,000 incentive will be provided each time a course is taught that has received an online quality certification (such as Quality Matters). It is the department's responsibility to notify the Dean's office of this incentive applicability at least 3 months prior to the course offering to provide time for stipend request paperwork.

**Online Course Large Class Size Incentive:** The purpose of this incentive is to provide additional compensation for online courses with large enrollment. Instructors teaching undergraduate and dual-listed online classes with enrollments over 25 students, and graduate level online classes with enrollments over 15 students, will receive an additional \$45/credit incentive for each student above these thresholds. To ensure effective teaching and learning, individual departments will determine enrollment caps per course section suitable to the nature of the subject. Only course sections charging distance education fees are entitled to the large class size incentive. It is the department's responsibility to notify the Dean's office of this incentive applicability by the end of the first week of classes.

## Mini-Grant Proposal Information

The purpose of Distance Education Fee Mini-Grant proposals is to provide funding for projects not funded by other sources in COEPS or the university. Priority will be given to activities that are directly related to increasing or improving online instruction in the College, that have an appropriate timeline and scope for tangible results, and those that are supported by department, college and/or university goals and strategic priorities. Immediate expected outcomes might include a redesigned course, publication, development of new teaching tools, grant proposals related to distance learning, development of new structures for online programs, etc. The DEFC will review proposals three times per year and make recommendations to the Dean for funding. *Mini-grant proposals are typically NOT combined with course development incentive stipends and the amount allocated during each cycle will depend upon funding available.*

To apply, please complete a min-grant application and submit to the Dean's office using the following timetable:

Purpose of mini-grant	Turn in your application to the Dean's Office by	Additional information
A fall term course release	January 15 <sup>th</sup> of same year	Prior approval by department chair/supervisor with plans for course coverage
A spring term course release	April 15 <sup>th</sup> of prior year	Must be approved by department chair/supervisor with plans for course coverage
Money for a project you will complete during the <b>summer</b>	January 15 <sup>th</sup>	All work must be completed by August 15 <sup>th</sup> . Payment will be made by September 30 <sup>th</sup> .
Money for a project you will complete during the <b>fall</b> term	April 15 <sup>th</sup>	All work must be completed by December 15 <sup>th</sup> . Payment will be made by January 30 <sup>th</sup> .
Money for a project you will complete during the <b>spring</b> term	September 15 <sup>th</sup>	All work must be completed by May 15 <sup>th</sup> . Payment will be made by June 30 <sup>th</sup> .
Money for a project or release that will last longer than one term	The appropriate due date corresponding to the start of your project	
Money for equipment or technology purchase or assistance with something that doesn't fit into the above categories	Any time – will be reviewed by the DLC at the next meeting (January, April, September)	