

OFFICE OF THE CHANCELLOR
University of New Orleans

Telecourses For Credit

Administrative Policy & Procedure (AP) 26
Effective Date: June 30, 1986

PURPOSE

To provide guidelines for approval, scheduling, and delivery of telecourses for credit.

DEFINITION

A telecourse is one in which broadcast television is used as a major component of instruction. A telecourse for credit is one in which the total number of class sessions/contact hours equals 35 hours (60 minutes each) for a 3 credit hour course. This AP refers especially to telecourses that have been produced by another university or institution and are available for telecast through public television cable.

GENERAL POLICY

Metropolitan College coordinates the development, scheduling, and instruction of all telecourses for credit. As an integral part of the instructional program of the University, these courses are governed by the same general academic standards as other courses and are administered as described herein.

AUTHORITY

The Chancellor of the University of New Orleans, pursuant to Article VII, Section 4 of the Bylaws of the LSU Board of Supervisors.

Board of Regents' Mandatory Guidelines for Conduct of Off-Campus Activities, 4.2.D.

Board of Regents' Policy re Telecourses, 4.4.

PROCEDURE

I. Development and Approval of a Telecourse

A. Metropolitan College collects information and materials pertaining to a telecourse and upon the recommendation and advice of the committee on Telecommunications forwards the telecourse materials to the appropriate department for adoption as a departmental course

offering.

B. The academic department reviews the telecourse information and materials and decides if the telecourse is appropriate for use as a credit course.

1. If the department chooses a telecourse as a credit offering, the department:
 - a. Assign the course the appropriate UNO course number and title. (If the telecourse is not equivalent to any existing UNO course or cannot be designated with a special topic course number, then a new course must be recommended by the department and proposed through the normal curriculum committees for approval including the graduate school if the course is at the graduate level.)
 - b. Proposes the appropriate instructor(s) to serve as class instructor(s)/ coordinator(s).
 - c. Notifies Metropolitan College by memorandum through the appropriate College and graduate school if a graduate course is involved, of its recommendation to offer the telecourse as a UNO credit course, and of the name of the faculty member proposed as the instructor(s)/coordinator(s).
2. If the department does not choose a telecourse as a credit offering, it notifies Metropolitan College by memorandum of this decision.

C. Metropolitan College reviews the departmental proposal and notifies the department and appropriate college by memorandum if the proposal is approved or disapproved.

II. Scheduling a Telecourse

A. Academic Department:

1. Prepares a Metropolitan College Class Proposal Form for any telecourse which has been authorized.
2. Forwards the telecourse class proposal along with other Metropolitan College class proposals for the semester through normal channels to Metropolitan College for final approval and scheduling.

B. Metropolitan College:

1. Reviews the telecourse class proposal form and notifies the departments of the final decision at the same time as other Metropolitan College classes are reviewed.
2. Determines if any special fees are to be charged for registering for the telecourse, and

(by memorandum) notifies the Office of Administration of such charges.

3. With the instructor(s)/coordinator(s), establishes a schedule for the telecourse. This schedule includes, (1) a preliminary orientation session for the telecourse prior to the first televised broadcast, and (2) all other sessions/contact hours required (either on or off campus) during the semester.

4. Includes approved telecourse in proposed schedule of Metropolitan College classes which is forwarded to the Office of Academic Affairs.

5. Advertises the telecourse along with all other Metropolitan College classes.

C. Course instructor(s)/coordinator(s) prepares an informational packet about the telecourse, which will be sent to all registered participants, and forwards this information to Metropolitan College prior to registration.

III. Conducting a Telecourse

A. Metropolitan College:

1. Shortly after UNO registration is completed, prepares a list of registered participants with their addresses and telephone numbers, and forwards a copy of this to the course instructor(s)/coordinator(s).

2. Sends all class-related materials prepared by the instructor, along with information about available University resources, to class participants.

3. Asks each participant to evaluate the course and instructor through an evaluation form administered during the final week of class.

4. Sends a copy of the evaluation results to the instructor/coordinator and department chairman.

B. Telecourse Instructor(s)/Coordinator(s)

1. Meets all scheduled class sessions.

2. Is available as a telephone contact for class participants at specified times after each telecast.

3. Performs all administrative duties as required.

4. Submits a course evaluation report to Metropolitan College within 15 days after final grades have been submitted to the Office of Records

Cooper R. Mackin
Chancellor