

## **CAS Policy: Distribution and Use of On-Line Course Fees**

**[All expenditures of OLCF funds should be charged to the Distance Ed program (#11907), as a rule.]**

1. The on-line convenience fees should continue to be split between CAS and CAS Departments generating the fees, but on approximately a 30%-70% basis (*i.e.*, the College receives \$2 per credit hour and each CAS department receives \$5 per credit hour, as of the BP2005 fee level.) This change is retroactive to July 1, 2004, the start of the BP2005 fiscal year.
2. CAS should use its portion of the fees (at the College level) to encourage and support on-line course offerings.
3. Departments should utilize on-line course fees to provide support for current on-line or mixed mode courses, and faculty teaching on-line or mixed-mode courses or developing new courses with on-line components. Departments need to use a **descending priority approach** when **allocating the funds**. The majority of funds received by a department in a fiscal year should be utilized within the same fiscal year. In cases of doubt about the appropriateness of any expenditures (especially in the last two categories), the department should consult with the CAS Dean's Office.

Support for current on-line or mixed-mode courses and faculty, or instructional use of on-line technology, can include, but is not necessarily limited to (in descending priority order):

- continuing education and training relative to on-line or web-assisted teaching;
- semester temporary support personnel for on-line or web-assisted courses;
- upgrade of existing equipment or purchase of new equipment;
- purchase of software or other resources that support on-line or web-assisted instruction;
- additional support for on-line or web-assisted instruction not specified here; and
- department activities that support on-line instruction or essential department functions.

### **Home High-Speed Internet Access Reimbursement (from department's OLCF budget):**

**Please note: the Executive Committee and Dean strongly discourage the use of on-line course fees for the purpose of home high speed internet access reimbursement. However, we wish to allow departments freedom to develop practices best suited to their needs.**

Reimbursement for CAS faculty who teach on-line from home utilizing a high-speed Internet service is limited, and handled as follows:

**Fall/Winter terms** -reimbursed on a non-P.O. voucher form for up to 50% of the residence's monthly ISP charge (only), to a **maximum of \$150 per term** for only the months of **each major term** in which the faculty member teaches one or more (fully) on-line courses [Sept/Oct/Nov/Dec for Fall; Jan/Feb/Mar/Apr for Winter]. **Example: monthly residence ISP charge is \$40. Fifty percent of that amount is \$20, time four months for the term yields a term reimbursement of \$80 to the faculty member for the home high-speed access.**

**Spring/Summer terms** – reimbursed on a non-P.O. voucher form for up to 50% of the residence's monthly ISP charge (only), to a **maximum of \$75 per term** for only the months of the term in which the faculty member teaches one or more (fully) on-line courses [May/June for Spring; Jul/Aug for Summer]. **Same reimbursement applies as above, using a two month period.**

In each case, **reimbursement can be made in a lump sum amount for the term**, but must be backed up by the bills from the faculty member's Internet service provider for each of the months of that term.