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

[Effective January 1, 2011]

[All expenditures of OLCF funds must be charged to the Distance Ed program - #11907.]

Each CAS department receives $5 per credit hour generated for fully on-line courses, transferred from the Office of Extended Learning on a semester basis.

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.

**NO LONGER ALLOWED - Home High-Speed Internet Access Reimbursement**

(from any departmental funding source, for any reason):

Reimbursement for home high-speed internet access is no longer allowed. Effective with the start of the Winter, 2011 term, the College’s policy specifically disallows the use of on-line course fees or any other departmental funds for this purpose. This is in preparation for the change to the UM policy which takes effect in several months.

Updated: January, 2011