



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

This UAR details how the responsibility for providing support for the campus Interactive Television (ITV) classroom scheduling, class facilitation, and maintenance of the physical network is shared among the Office of Information Technology, Distance Education and Instructional Design (DEID), and staff at the regional campus sites. It outlines what funding will be provided for on-campus and regional campuses to hire facilitator support for qualifying ITV courses at each site.

**RESPONSIBILITY:** Maintenance, installation, and repair of the interactive video network are the responsibility of the Office of Information Technology. DEID is responsible for the administration and scheduling of ITV classrooms and the funding of ITV facilitation. DEID will provide training opportunities for all facilitators and faculty in the use of ITV equipment. Each regional campus is responsible for the hiring, supervision, and payroll of facilitators at the regional campus locations.

**GUIDELINES:** Funding for one lead facilitator position will be allocated at each regional campus. This individual may work up to a maximum of 25 hours per week and will be paid no more than seventy-five cents above minimum wage. Time spent by the lead facilitator assisting the regional campus director with ITV facilitator scheduling and coordination should be noted on timecards separately from facilitation hours. The lead facilitator is expected to cover the first 20 hours of facilitation per week. Exceptions to this guideline must be documented with the Director of Distance Education and Instructional Design prior to the start of a semester.

Additional facilitators may be hired at minimum wage at each regional center for coverage of ITV classes as necessitated by the established class schedule. Sharing of facilitators between classrooms will be enforced to maximize hiring dollars. Facilitators are to be available 15 minutes prior to the start of class and 15 minutes after the end of class to provide services to faculty and students.

At each regional campus, all hiring paperwork, supervision, and payroll are the responsibility of the Regional Campus Director or assigned regional campus staff. On-campus facilitator hiring, supervision, and payroll are the responsibility of Distance Education and Instructional Design staff.

Funds will be transferred from DEID to the Temporary ITV Facilitator wages account for each regional campus to cover the cost of facilitators using the following guidelines:

A class must have a minimum of 3 undergraduate students (or 2 graduate students) enrolled at a single site for that site to qualify for facilitator funding. In special cases where a student needs a class to graduate or program obligations must be met, a facilitator may be assigned to a class with less than the minimum number of required students. These classes will be decided on a case by case basis and require the approval of the Director of Distance Education and Instructional Design.

An initial budget transfer will be initiated at the start of the fiscal year to enable processing of facilitator PARs. This transfer will be based on an established course schedule and will include provisions for sharing facilitators between classes as scheduling permits. Funding will be allocated for a single facilitator when multiple classes are offered simultaneously in the same regional center facility.

**APPROVED BY:**

VICE PRESIDENT:  DATE: 7/20/18

APPROPRIATE INSTITUTIONAL REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT:  DATE: 7/20/18

**DESCRIPTION (CONTINUED):**