



## University Policy Statement California State University, Fullerton

**Rescinded November 9, 2020**

### UPS 411.103

## **POLICY ON INTERACTIVE TELEVISED COURSES GUIDELINES AND PROCEDURES**

This University policy provides definitions, guidelines, and procedures for the delivery and conduct of televised courses. The two primary forms of televised courses are interactive televised courses and programmed televised courses. Interactive televised courses are broadcast live by CSU Fullerton faculty in real time to CSU Fullerton or CSUF Extended Education students who can interact with instructors while classes are in session. The immediate talk-back capability allows students to participate in the learning process and shape its direction and content.

### **POLICY ON INTERACTIVE TELEVISED COURSES**

#### **A. GUIDELINES**

1. Televised instruction requires special attention to advance preparation, clarity of presentation, the development of support material, solicitation of input and feedback, and planning for active student involvement.
2. Syllabi for televised courses require additional planning, especially in regard to the essential elements of the course.
3. All televised instruction must incorporate an effective process for student evaluation of faculty performance. To permit comparisons between distant and on-site learning, the offering department's regular evaluation form shall be used at all sites where each course is offered. In addition, those students at distant sites shall be asked to respond to additional questions concerning the production/technical quality and the instructor/student class relationship of the offering.
4. A school or department shall *not require* a tenured or tenure-track faculty member to teach via televised instruction.
5. When FTES (Full-Time Equivalent Students) are generated by televised instruction at an off-campus site, the offering department or program shall be credited with the FTES generated by the enrollment at all sites and shall be appropriately compensated with the WTU (Weighted Teaching Units) associated with it.

6. The University retains the ownership of the videotapes of televised classes, but the University shall not use the videotape in future semesters without the written permission of the original faculty member, department/program chair, and school dean.
7. Faculty shall inform students in the course syllabus that the course will be videotaped and that the videotape may be used for future instructional purposes.
8. Students shall be informed in the schedule of classes which courses will be taught via interactive televised instruction and that they may appear on videotapes that may be used for future instructional purposes.
9. The teaching faculty member shall retain the copyright of the instructional support materials (e.g., syllabi, charts, graphs, etc.) created for the televised class.
10. A faculty member may be given assigned time for program and videotape production to be used for a televised class.

## **B. PROCEDURES**

1. Previously approved degree credit courses shall be submitted to the Associate Vice President, Academic Programs, by the sponsoring academic unit on a "Course Change Form" for review and approval prior to being advertised. If the course is a Special designed for television, this should be noted on the Special Course Form.
2. Faculty wishing to teach via ITI must successfully complete, prior to the first day of class, appropriate training offered by University Extended Education. The Associate Vice President, Academic Programs, will maintain the record of all faculty who have successfully completed the training program.
3. A site coordinator shall be provided at the off-campus location to coordinate the class.
4. The class videotape will be erased within three weeks of the end of the term, unless prior written arrangement has been made with the teaching faculty member. These arrangements may include royalties, honoraria, or other financial compensation. As stated in the preamble, ITI is live and interactive. Therefore, video tapes or other reproductions of a course cannot be used as the primary basis for subsequent course offerings.
5. A copy of the video tapes will be made available to the originating faculty member for the cost of the blank tapes and the consequent duplicating cost, or less.
6. Academic units offering courses using ITI shall develop an effective process for evaluating these courses.

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