**College of Education and Professional Studies**

**Distance Education Fee Use Guidelines**

The College of Education & Professional Studies will use distance education fees assessed on online courses (as defined by the University of Wisconsin System) to support the development of high quality learning opportunities for students. These fees will be used to support areas such as:

* Outreach to new students through distance learning opportunities
* Redesigning existing courses into alternative formats
* Curricular redesign to infuse innovative methodologies
* Creating new online courses
* Faculty development
* Technology purchases
* Administration and development of CoEPS programs

The Dean will use the funds as needed to support these initiatives. In addition, a portion of the funds, as outlined below, are available to faculty and staff dependent on monies available. A description of the specific guidelines for requesting funds is under “Guidelines to Request Distance Education Funds” (page 2).

The Assistant Dean, or designee, will hold primary responsibility for distance education fees collected in the COEPS and will manage the budget and allocate funds as they are available. The Assistant Dean may ask the advice of the COEPS Technology Committee for some requested expenditures. The COEPS Technology Committee meets throughout the academic year and has representation from all departments in the college.

**Fee Use and Allocation**

Departments will charge the distance education fee for any course that is 75% or more online (an exception to this is if a course is part of a program that is offered using service-based pricing). If a given undergraduate course is only offered online during a single semester, it is up to the discretion of the instructor and chair of the department in which the course is housed as to whether or not the distance education fee is charged. Please note that requests for fees go through the Provost’s office and must be requested in a timely fashion. You can read more about this policy here: [Special Course Fees and Online/Distance Education Fees](https://www.uww.edu/acadaff/admin/special_fees).

The Dean has the budgetary responsibility for all Distance Education fees collected in the COEPS. In addition to the bulleted items above, expenditures may include faculty and staff compensation for self-sustaining programs, compensation incentives for online instruction, planned and unplanned replacement of hardware, software and other technology to be used in COEPS, program administration and outreach. The Dean will prepare a yearly summary of how funds have been used and share this with the College through the Technology Committee.

**Overload Requests**

Distance Education fees will be used to support online teaching by providing additional compensation for teaching courses above the departments’ identified enrollment capacity. Please request overload funds through the department’s chair and/or administrative assistant.

**Guidelines to Request Distance Education Funds**

A portion of Distance Education funds are available by request from faculty and staff through the Distance Education Proposal form (see pages 4-5). The purpose of Distance Education proposals is to provide funding to support innovative, standards-based, and accountability driven programs aimed as recruitment and retention of students in CoEPS. Priority will be given to activities that have a clear justification, appropriate timeline, opportunity for tangible results, method of evaluation, and those that are supported by department, college and/or university goals and strategic priorities. Immediate expected outcomes might include a redesigned course, publication, development of new teaching tools, grant proposals related to distance learning, development of new structures for programs, stipends for individuals supporting innovative or online learning in some capacity, or other as listed on page one.

For purposes of this request, a one-credit course is equivalent to 40-hours of work and up to a $1000.00 stipend (calculations based on those provided in the Curriculum Handbook). Please use this guideline to explain work equivalent to the amount of funds requested. For example, if you are requesting a $2500 stipend for summer work, describe the roughly 100-hours of work to be completed in the provided timeframe. *Recipients will be asked to submit a brief report of how they used the mini-grant funds, and in some instances, may be asked to present results or provide a demonstration to others in the college.*

If requesting funds for online course creation, follow the incentive structure:

1 Credit course development = $1,000

2 Credit course development = $2,000

3 Credit course development = $3,000

To apply, please complete the proposal form provided and submit it to your Department Chair (pages 4-5). If approved, the chair should submit the proposal with their approval via email to Eileen Troemel, the Associate and Assistant Dean’s Administrative Assistant. Submit proposals at any time. However, your stipend or course release will be distributed using the following timetable:

|  |  |  |
| --- | --- | --- |
| **Purpose of mini-grant** | **Turn in your application to**  **the Dean’s Office by** | **Additional information** |
| A fall term course release | January 15th of same year | Prior approval by department  chair/supervisor with plans for course coverage |
| A spring term course release | April 15th of prior year | Must be approved by department  chair/supervisor with plans for course coverage |
| Money for a project you will complete during the **summer** | January 15th | All work must be completed by  August 15th. |
| Money for a project you will complete during the **fall** term | April 15th | All work must be completed by  December 15th. |
| Money for a project you will complete during the **spring** term | September 15th | All work must be completed by May  15th. |
| Money for a project or release that will last  longer than one term | The appropriate due date  corresponding to the start of your project | Must be approved by department chair/supervisor |
| Money for equipment or technology  purchase or assistance with something that doesn’t fit into the above categories | Any time – will be reviewed by  the Dean | Must be approved by department chair/supervisor |

All overloads will be paid using the university’s policy and payment schedule:

[UWW Overload](http://www.uww.edu/documents/adminaffairs/budget/overload%20policy%20principles%20revised%20for%2007012014%20system%20policy.pdf) Policies

**Distance Education Proposal Form**

Directions: Please refer to Distance Education Fee Use Guidelines for requesting funds with this form. When complete, please get approval from the department chair before forwarding to Eileen Troemel in the Associate Dean’s office

**Part 1: To be completed by Faculty/Staff Person**

Name:       Email:       Department:

Description of request:

Justification for the use of Distance Education fee money (see policy guidelines and priorities):

How will you, your department, and/or COEPS benefit from funding this request?

What other sources of funding are available for this request?

Have you obtained or sought other resources?  yes  no

If yes, please describe the other sources:

Have you received Distance Education Fee mini grant funds before?  yes  no

If yes, how did funds benefit students?

Please list one to three student learning outcomes related to this work:

Provide a timeline, including person(s) responsible for the work, for completing the tasks associated with this request.

|  |  |  |  |
| --- | --- | --- | --- |
| Description / Task / Phase | Person Responsible | Start Date | End Date |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Provide a budget for this request, using the guidelines to request Distance Education Funds:

|  |  |  |  |
| --- | --- | --- | --- |
| Description | QTY | Item Cost | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total |  |

**Part II: To be completed by Department Chair / Supervisor**

Email can be used to support or deny the request. If approved, provide support from the Department Chair.

Name:       Email:       Department:

Do you support this request?  yes  no

Reasoning:

Any additional considerations?

**Part III: Technology Committee Recommendation (when requested by Assistant Dean)**

Recommend approval:  yes  no

The amount approved is

Reasons for denial:

Notes/comments from DEFC

**Part IV: To be completed by Assistant Dean or Designee**

Amount approved:

Date to begin:

Notes: