Faculty Senate Minutes of June 10, 2014

The meeting was called to order by the Chair Delano Gray with the following Senators and visitors present:

College of Architecture & The Arts
Jaime Canaves
Kathleen Wilson
Absent
Patrick Schmidt
Steven Schoen

College of Arts & Sciences
Dawn Addy- *Alternate*
Gerardo Aladro
Astrid Arraras
Laurel Collins
Piero Gardinali
Maria Gomez
Alan Gummerson
Fenfei Leng
John Makemson
Marifeli Perez-Stable
Renee Silverman
Joerg Reinhold
Enrique Villamor
Hassan Zahedi
Ping Zhu
Absent
Krish Jayachandran
Oren Maxwell
Assefa Melesse
Rene Price
Jean Rahier
Misak Sargsian
Laurie Shrage
Ronn Silverstein
Louis Tebou
Victor Uribe

College of Business Administration
Delano Gray
Shahid Hamid
Cliff Perry
Clark Wheatley
Absent
Krishnan Dandapani

College of Education
Leonard Bliss
Martha Pelaez

College of Engineering
Absent
Malek Adjouadi
Albert Gan
Anthony McGoron
Osama Mohammed
Ibrahim Tansel

School of Hospitality
Absent
Pablo Simon
David Talty

School of Journalism
Absent
Juliet Pinto
Maria Elena Villar

College of Law
Absent
Jan Oseitutu
David Walter

Library
Lauren Christos
Absent
Patricia Pereira-Pujol

College of Medicine
Dietrich Lorke
Absent
Sheldon Cherry
Juan Lozano
Alan Wells

College of Nursing & Health Sciences
Lucie Dlugasch
Absent
Jennifer Doherty-Restrepo
Florence Keane

College of Public Health & Social Work
Fatma (Rose) Huffman
Absent
Marianna Baum
Ray Thomlison

Guest:
Elizabeth Bejar
Thomas Breslin
Mido Chang
Kevin Coughlin
Joyce Elam
Evelyn Gaiser
June Hawkins
Teresa Lucas
Anthony Miyazaki
Rebeca Piccardo
Douglas Robertson
Douglas Wartzok

I. **Approval of the Agenda.** *Moved and approved.*
II. **Approval of the Minutes of the April 8th, 2014 meeting.** *Moved and approved.*
III. **Approval of the Minutes of the April 17th, 2014 special meeting.** *Moved and approved.*
IV. **Chairperson's Report.**
    The Spring Commencement exercises were conducted from April 27th to April 29th, 2014 and we graduated over 4000, students. Thanks to the Faculty for making the commencement ceremonies a success. I am sure this greatly appreciated by the students now alumni.
    The commencement exercises included the second group of Medical Doctors that graduated from Florida International University Herbert Wertheim College of Medicine. The College of Law held its commencement exercises on Friday May 23rd 2014. This was the tenth year that the College has held these exercises.

    Changing of the Guard

    I wish to thank the Senators who supported me as Chair for the past two years. We should bear in mind that the Senate is not a subsidiary of the Provost or the President's Office. It is intended to be a independent deliberative body and is open to collaboration and cooperation with the Administration, Deans and Chairs and not be subjugated or subordinated to any other group in the University.
    The Provost Wartzok Appreciation Reception will be held on Thursday, June 26th, 2014, in the Graham Center Ballrooms at 4:00 PM. Please RSVP to attend.

    Dr Wartzok was appointed in 2009 as Interim Provost, and in 2010, was appointed to be the Provost. He has served for five years in that position.

    The new Provost will be Arts and Sciences Dean Dr Kenneth Furton. Dr Furton became dean of FIU's College of Arts & Sciences in 2007. Before that, he held the titles of department chair in chemistry, and also associate dean of budget, facilities, and research. He has a bachelor's degree in forensic science from the University of Central Florida and a PhD in analytical chemistry from Wayne State University.

    We will continue our discussions on the Tenure and Promotion document at this meeting of the Senate.
    There will also be the second reading of the motion to convert the Ad Hoc Committee on Academic Misconduct, now the Academic Integrity Committee, to full Committee status.

    Board of Trustees
    The Board of Trustees Committees met on June 3, 2014 in the MARC Pavilion.

    The Academic Policy and Student Affairs Committee approved several action items including the following:

1. Tenure Nominations and Tenure as a Condition of Employment
2. 2014-2015 University Work Plan which will be presented to the Board of Governors at their next meeting?
The Personnel Committee approved the Ratification of The MOU between FIU and the Unions to authorize legislatively appropriated raises and bonuses.

All action item approvals now move to the Full Board of Trustees.

The full Board will be meeting at the Wolfe Center, BBC on June 10, 2014.

FIU Health announced Friday, February 14, its plans to build a new 36,000 square foot Ambulatory Care Center (ACC) on the FIU Modesto A. Maidique Campus. The new site, just off the corner of SW 8th Street and 107th Avenue, will allow for expanded primary and sub-specialty care services, along with diagnostic imaging and ambulatory surgery for pediatric patients. It will complement the current FIU Health practice opened in August 2011.

Advisory Council of Faculty Senates.
There were very long discussions with the Chancellor and Vice Chancellor on performance funding and the matrix used to determine the allocations. Of particular interest was how does the matrix tie in to each institution Work Plan and what will happen if an institution currently receiving funds were to fall below the threshold in the next cycle.
A. The work plans should be a reflection of the matrix and can be tied to performance in related areas.

B. The current method allows for the loss of base funding with a return of those funds with demonstrated progress over six months and a year.

This method will apply until there is legislative change.

There was quite a discussion on sexual harassment. We will be checking with General Council to see if FIU is in compliance with applicable laws.

Legislative Update.
SB 530, The textbook legislation did not pass. We however heard through "reliable sources", that this will be on the agenda for next year.
HB 851, Waiver of out of state fees for students including the undocumented, passed if they satisfy certain requirements. This bill also eliminated the CPI tuition increases, no tuition increases for this fiscal year and limits increases to the "preeminent"

Copies of the general appropriations and the legislations passes are included with your material.

Thanks for your kind cooperation.

V. **Action Items:**

A. Tabled motion from Curriculum Bulletin #5

  Curriculum Committee – Shahid Hamid, Chair

  __Motion:__ The Faculty Senate approves the New Undergraduate Major: Logistics and Supply Chain Management. ***Moved and approved.***

B. Curriculum Bulletin #6 Motions

  i. Global Learning Curriculum Oversight Committee Motions – Rick Tardanico, Chair

   __Motion:__ The Faculty Senate approves the following Global Learning proposals from Curriculum Bulletin 6:

   WST 3XXX - Global Women's Writing: Gendered Experiences across Societies and Cultures

   FRE 4XXX - French and Francophone Cinema

   REL 3340 - Survey of Buddhism

   HFT 4833 - Culinary Innovation & Entrepreneurship. ***Moved and approved.***

  ii. Curriculum Committee –Shahid Hamid, Chair

   __Motion:__ The Faculty Senate approves the curriculum bulletin #6. ***Moved and approved.***

C. Academic Integrity Committee Motions– Alan Gummerson, Chair

  __Motion:__ The Faculty Senate approves the integration of the Faculty Senate Academic Integrity Committee as a standing committee. 2nd *reading*. ***Moved and approved.***

  __Motion:__ The Faculty Senate approves the revised Policies and Procedures for Undergraduate Academic Misconduct, Graduate Academic Misconduct, Undergraduate Grievances, and Graduate Grievances. ***Motion to table. Motion tabled.***

D. Academic Policies and Procedures Committee Motion – Valerie George, Chair

  __Motion:__ The Faculty Senate approves the Governance Survey as presented by the Academic Policies and Procedures Committee. *__Motion to table.__* ***Motion tabled.***

E. Approval of the 2015-2016 Academic Calendar – Kevin Coughlin, Registrar

  __Motion:__ The Faculty Senate approves 2015-2016 Academic Calendar. ***Moved and approved.***

F. Tenure and Promotion Manual discussion and vote.

Kathleen Wilson makes one correction (which was approved at the special meeting of the Faculty Senate on April 17, 2014, but not subsequently incorporated into the revised Tenure and Promotion Manual). Strike the following text on page 27 of the revised Tenure and Promotion Manual: [~~KW: The candidate is allowed to provide names of potential evaluators.~~ ~~[AG-end previous sentence with a period and move text~~ ~~and to exclude names, if there exists a professional or personal conflict with any potential reviewer The candidate needs to explain the reason for rejecting a potential evaluator.]~~ [~~KW~~:

  __Motion to make the correction:__ ***Moved and approved.***

  __Motion: The Faculty Senate approves the revised Tenure and Promotion Manual as amended.__ ***Moved and approved.***

VI. **Reports:**

A. Provost's Report—Provost Wartzok.

    1.   The Provost introduced the new University Registrar, Kevin Coughlin.

    2.   Provost Wartzok expressed his thanks to Delano Gray for chairing the Faculty Senate for the last 2 years. He notes that Dr. Gray, as Chair of the Faculty Senate, attends every commencement ceremony.

    3.   <u>Sexual harassment issues:</u> We are in good shape. This is an important issue and Senator Claire McCaskill is very interested in it. A questionnaire about sexual harassment policies and procedures was sent to many universities, including FIU. While we expect the end result will be some new federal regulation or legislation, we were happy to have been able to answer affirmatively to the questions posed by the questionnaire. We have already considered almost all of the issues touched upon. Nothing jumped out as an issue that we haven't already considered.

    4.   <u>The upcoming full Board of Trustees (BOT) meeting</u>: Several important things are coming to fruition. <u>a. Tenure nominations:</u> Of those 40 faculty who started tenure-track appointments in Fall 2008, 16 were on the list for approval that was sent to the BOT. One faculty member moved to a non-tenure-track appointment; 2 faculty waited until the sixth year and then decided not to apply for tenure; 3 faculty were unsuccessful with their Third Year Review; 9 deferred their tenure applications for parental leave, health leave, or similar reason; and 7 resigned. Of the 18 faculty members who applied for tenure this year, 2 were turned down. Sixteen out of the 40 will go to the full Board for approval on Thursday, June 12. Thirteen additional faculty will be recommended to the Board for tenure. Of this group 2 faculty had extended the clock for parental or other leave; 2 had extended the clock primarily due to issues with setting up a laboratory; 3 faculty came in with credit towards tenure; 2 of the faculty who came in 2009 were so great that they were able to request tenure a year early; and 1 faculty member who came earlier on a non-tenure-track appointment switched to a tenure-track appointment. A total of 29 faculty tenure nominations were approved at the committee level. <u>b. New and developing programs:</u> 1. The Ph.D. program in International Crime and Justice was approved by the Academic Policy and Student Affairs Committee and, if approved by the full BOT, will go to the BOG in November. 2. The National Tropical Botanical Gardens (Hawaii and Miami—Kampong), has given FIU 3 lots (a $3 million estimated value) on which to construct a tropical botany facility. 3. Funding for the Kampong project comes from the Kenan Foundation ($2.5 million) and the Batchelor Foundation ($2.5 million). We will add 3 new hires to the 9 faculty associated with the center, bringing the total faculty up to 12. The BOG must still approve the center facility as an educational site. 4. We have received $5 million from the Batchelor Foundation to build the Batchelor Wildlife Center at BBC (in the far NE corner). The center will be used primarily by the Frost Science Museum to house their raptor rehabilitation program and quarantine aquatic animals. The Marine Science program at the BBC is heavily involved. There will be student internship opportunities and research projects. The Science Museum will cover all costs associated with their programs, and FIU will cover the cost of its programs. FIU will be identified as the primary academic partner for the Frost Museum of Science. <u>c. Pathways program:</u> We have a Pathways service agreement to create a joint venture with a private company that will recruit international students to FIU and provide them with a one-year program leading to entry into FIU. During their first year in the Pathways program, students will take English language courses given by our English Language Institute (ELI), as well as courses in

acculturation, American pedagogy, American living, and 12 credits of core curriculum material (taught by our faculty on overload basis). Then these students will progress into the regular FIU curriculum. Revenues will provide some funds for scholarships, but most students will pay non-resident tuition. The projected start of the program is 25 students in summer 2015. By year 3, the maximum partner investment will be over $4 million. During the first year of the program, yearly operating revenue will not be too much: $690 per student (library services, internet access, etc.) and payment for faculty overloads. By the sixth year revenues from the joint program will be $1 million for FIU. More significant revenues will come as students move into our regular classrooms; between their second and fourth year of classes they will be paying nonresident tuition. The projected revenue for the sixth year is $15 million for FIU. Graduate students may participate in the Pathways program for a full or half year. Before the attacks of 9-11, 14% of FIU students were international. Now that figure is 7.5%. Put differently, we still have not recovered and we must put in the effort to do so.

5.   Performance funding: The performance funding model suggested by the BOG was that the universities receive $50 million from the Legislature matched with $50 million from our own budgets. The BOG plan was to take funding away from the lowest scoring universities and give it to the 4 highest scoring universities. We were in the top 4. The Legislature decided to provide $100 million of new money matched by $100 million of university money to have a total of $200 million to distribute. The Legislature didn't stipulate the details of the performance funding distribution but it was clear they were not inclined to take money from the lowest scoring universities—just not give them any of the new funding. The BOG did withhold money from the three lowest scoring universities (FAU, New College, and West Florida), but will allow them to develop a performance improvement plan to recover their lost base budget. To match the $100 million of new money, the BOG took $65 million out of the base budgets of all universities with the reduction being proportionate to each university's share of the SUS base budget. The BOG also added the $15 million that they had received this past year for Gap Analysis funding to improve the production of graduates in the areas of high demand. The FIU, UCF, and USF metropolitan universities consortium received more than $8 million of the $15 million ($5 million for increasing the number of IT graduates and $3 million for increasing Accounting graduates). Finally the $20 million that was received in the 2014-15 budget for Performance Funding was put into the match pool. All universities scoring better than the lowest three received back the portion of their base budget that had been "at risk." Because only eight of the eleven SUS universities qualified for new money, the amount received was somewhat greater than the normal proportional distribution. FIU typically receives on the order of 11% of the SUS budget but for the new money distribution we received almost 14%. The $15 million was distributed in the same manner to the top eight universities. Finally the $20 million was distributed based on the amount awarded for 2014-15 determined by a university's score in last year's performance matrix. FIU received almost $14 million from the $100 million of new money. We also received about $2 million of the $15 million. Finally we received on a continuing basis the $2.1 million we won in the first round of performance funding. In total we received approximately $16 million new money. You will hear that we received $25 million of the total $200 million distributed but of that $7 million was the at risk matching money taken from our base plus

the $2.1 million of performance funding from the prior year. Doing well in performance funding gives us the flexibility to invest in ways that are particularly important for FIU.

B. FIU Online Report –Joyce Elam, Dean. Update on online education at FIU. See the distributed brochure, which was designed for communication with external parties such as the BOG and legislators. It is also useful for internal communication.

1. Overview: There has been steady growth in the delivery of online education at FIU (See p. 1 of brochure.) In 2013-14 growth has taken off again. This year we delivered over 260 thousand student credit hours online. In 2012-13 this was 20% of student credit hours; this has increased to 23% in 2013-2014. In 2012-13 41% students took at least 1 course online. This figure grew to 48% in 2013-2014. At the same time, we are just average with respect to the Florida State university system. We rank 5th in the State.

2. Growth and development: Our growth has been fueled by online demand as well as faculty willingness to deliver. Up until Fall 2013 our undergraduate-level strategy was to offer online courses to complement face-to-face courses; in other words, online courses were for the convenience of residential students. But in Fall 2013 we decided that we needed fully online undergraduate degrees. (See brochure for the list of programs and their launch dates). Now online accounts for 19% of all undergraduate degrees. Of the students enrolled in Fall 2013, 560-580 were recruited into fully online undergraduate degree programs. We have had a 70% retention rate from Fall to Spring. Origin of online students: Out of 386 recruited for Fall, 69% came from Miami-Dade, Broward, and Monroe counties; 15% came from outside Florida (24 different states); there were 3 international students (from Amsterdam, Bogota, and Antigua. What we call "FIU online 1.0" consists of just courses, while what we term "FIU online 2.0" are made up of courses that are restricted to students who have been formally admitted to online undergraduate programs. In 2003, we launched the first online graduate degree (Hospitality). In 2009 we launched our online M.B.A. Today the university offers/will offer 18 graduate fully online degree programs.

3. Online education is a priority for the BOG. A new committee has been set up by the BOG, the "Innovation in Online Committee." All universities were invited to make a presentation about online education at the May 8 meeting. Provost Wartzok made the presentation for FIU, for which the FIU online brochure was produced. The members of the committee asked about organizational structure, policy, process, online tuition rates (in comparison with regular courses), faculty training, performance measures, and goals.

4. University goals for online education for the academic year 2020: These goals include the following: 40% of student credit hours offered online; 50% of all undergraduate degrees online; 33% of graduate degree programs online.

5. Organization: We work with an instructional designer organization unit called FIU Online. There is a support staff of 132. Funding comes out of the distance learning fee (no E&G money). In terms of resource allocation, colleges and schools all receive funding for fundable online student credit hours that they deliver (FIU 1.0 = $60 per instance of enrollment). Colleges can request additional funding for professional development ($40 more dollars per instance of enrollment). With respect to FIU 2.0, the level of funding is higher. Funds instead of just subsidies are provided ($165 per instances of enrollment; faculty are reimbursed up to $3,000 for expenses, plus they are given a bonus of $1,000 for Quality Matters [QM] certification.) These incentives are intended to build and achieve quality.

6. <u>Policies:</u> The development and teaching of online courses is articulated in the Collective Bargaining Agreement, including a compensation policy. If an online course is taught as an overload, the 1st section can be compensated by $3,000 up to 50 students, then $60 dollars for every additional student, but NOT if a teaching assistant is assigned. The use of the distance learning fee is likewise regulated. There is a policy for in-class visits: 80% of instruction must be online; all visits and exams must be allowed to be done virtually; we work with Proctor U; FIU pays for the first exam. There are 3 groups involved, including a marketing and recruiting group—now for undergraduate degree students. This group is available to colleges and schools, as well as to graduate programs, if they want to use us. (To take a counter-example, the M.B.A. program used an outside firm.)

C. UFF Report—Teresa Lucas, UFF-FIU President.

Governor Rick Scott signed into law legislation passed by both houses of the Florida Legislature that allows students who graduated from Florida high schools, but are undocumented, to pay in-state tuition. FIU has been in the forefront of providing opportunity to these students by providing waivers for in-state tuition.

<u>FSU presidential search</u>

The Chair of the Florida State University Presidential Search Advisory Committee announced that the consultancy firm R. William Funk and Associates withdrew from the search process. The withdrawal follows an FSU Faculty Senate vote of no-confidence in consultant Bill Funk for various unorthodox measures taken during the search, starting with an employment advertisement that listed as a requirement "loyalty to FSU", but failed to include a requirement of high academic achievement. Having received 11 applications, Mr. Funk advised the committee that none were acceptable, leaving only one candidate to be interviewed – FSU graduate and term-limited Florida Senator John Thrasher.

Other resolutions taken by the FSU Faculty Senate include:

- Extension of the application deadline to early September, allowing for candidates to visit the campus and meet with faculty, students, and staff.

- Consideration by the Board of Trustees of vote count of faculty and students on the search committee when selecting a president.

- Consideration for appointment to position of president only of individuals with strong academic credentials.

UFF urges the FIU Faculty Senate to propose and pass a resolution in support of FSU faculty.

<u>Bargaining to resume in fall</u>

Bargaining for the new 2014-2017 collective bargaining agreement will resume in the fall, under the leadership of Alan Gummerson, who replaces Florence Keane as chief negotiator upon Dr. Keane's retirement. Many thanks to Dr. Keane for her excellent service.

D. SGA Report— Alexis Calatayud, SGA-MMC President.

VII. Unfinished Business. *No.*

VIII. New Business. *Yes.*

1. ***Alan Gummerson makes the following resolution in support of FSU Senate:*** The Faculty Senate of Florida International University expresses its support for the Faculty Senate of Florida State University in its opposition to a fatally flawed and non-transparent presidential search process, and in its call for an extension of the application deadline to September, for

consideration only of applicants with strong academic credentials, and for the Board of Trustees of FSU to give strong consideration to the votes of faculty and students on the presidential search committee.
Moved and approved. **The resolution will be forwarded to FSU.**

Announcements
The next Faculty Senate meeting is on Tuesday September 2nd, 2014 at 1:00 PM in WC 130 in MMC. Go to facultysenate.fiu.edu for regularly updated information on the Faculty Senate.

Online Education at FIU
Presentation to the Faculty Senate, June 10, 2014
Dr. Joyce Elam, Dean, University College

Overview of Online Education at FIU

There has been a steady growth in the number of student credit hours offered online since the first online classes were offered in 1998. In the last academic year 13-14, over 250,000 SCHs were delivered online. This is 23% of all SCHs delivered. This past academic year saw an 18% growth in online enrollment compared to a 2% growth in on campus enrollment.

Here are some interesting statistics related to our online education. 48% of students took at least one online course this last year. We have 915 unique online courses. 681 faculty have taught online courses and about ½ of these have completed at least one course or workshop offered by FIU Online. Over 4,000 students took all of their courses online.

Even with this robust growth, we are falling behind when compared to other universities in the state as shown in the table below. These data are from the 12-13 academic year.

University	Distance Learning FTE	Total FTE	Distance Learning FTE %
University of Central Florida	10,306	37,715	27.3%
University of South Florida	6,969	30,720	22.7%
University of Florida	6,521	32,641	20%
Florida International University	5,689	29,145	19.5%
University of West Florida	2,356	7,298	32.3%
All State Institutions	31,841	137,519	23.2%

Growth in online enrollment has been fueled by student demand and the willingness of faculty and colleges to deliver their courses online. At the undergraduate level, our focus, up until Fall 2013, was to offer online sections as a complement to on campus sections. Beginning in Fall 2013, we began to offer fully online undergraduate programs. Today, 13 undergraduate degree programs are offered fully online – that is 19% of all of our undergraduate degrees. At the end of the 2014 spring semester, 588 students had been recruited as part of the new FIU Online 2.0 initiative. Within five years, the university goal is to have at least 50% of our undergraduate programs being offered online and to have around 4,000 students enrolled in fully online undergraduate programs.

At the graduate level, the focus has always been to offer fully online degree programs, the first one being Master in Hospitality Management in 2003. This was followed by the MBA in 2009. Today, the university offers 18 fully online graduate programs that represents 20% of all graduate degrees. The university goal is to grow this percentage to 33% in the next five years. Total enrollment in these programs is 835, the majority being in the online MBA.

SUS Board of Governors Priority

Online education is very much a priority of the SUS Board of Governors. UF Online began operations in spring 2014 and now offers fully online undergraduate programs. UF received $35M to fund this initiative. On May 8, all universities were requested to make a presentation to the new BOG committee – Innovation and Online Committee -- that included answers to the following questions:

1. What is the current state of online education at the university?
    a. ADMINISTRATION: What is the organizational structure of the university's program for online education?
    b. PROGRAMS: How many – and what percentage - of your programs are offered fully online now, by level? Can all fully online programs be taken from a distance, or do some

require on-campus work?

    c.   PROGRAMS: What process do you use to determine which programs will be offered online?

    d.   PROGRAMS: What process do you use to determine which online programs will be state-funded and which will be self-sustaining?

    e.   TUITION AND FEES: What is the difference in the university's policies regarding tuition and fees for online courses and those for face-to-face courses?

    f.   TRAINING: Are faculty and teaching assistants required to undergo training before developing or teaching an online course?

    g.   PERFORMANCE: What performance measures are used to determine the success of the university's program for online education?

    h.   OTHER: Please include any other information about your online programs that you think the Committee should know.

2.   What are the university's goals for online education, and what will need to happen for the university to fully realize those goals?

Resource Allocation

Colleges and Schools receive funding for fundable online SCHs generated. The amount of funding depends on whether SCHs are for just online courses (what we call FIU Online 1.0) or for online courses that are part of a fully online degree program (what we call FIU Online 2.0). Funding is to subsidize (FIU Online 1.0) or cover (FIU Online 2.0) instructional cost and to support costs related to the design, development, and delivery of online courses. Faculty can be reimbursed up to $3,000 for developing a course and faculty receive a bonus of up to $1,000 when one of their courses is QM certified.

<u>Online Policies</u>

The following policies relate to online education.

1. Compensation for overload teaching in online courses (See Collective Bargaining Agreement)
2. Intellectual property rights (see Collective Bargaining Agreement)
3. Use of the distance learning fee – (See attached policy)
4. Proctored Exam Policy for Online Courses (See attached policy)
5. Policy for in-class visits to online courses (See attached policy)

<u>FIU Online</u>

FIU Online can be thought of as an internal educational service provider to Colleges/Schools that help them design, develop, and deliver online courses and programs. FIU Online currently has a staff of 132 (77 A&P, 14 USPS, and 41 OPS). FIU Online is primarily funded through the distance learning fee. E&G funding is only provided to pay for marketing and recruiting expenses for FIU Online 2.0.

The major responsibilities of FIU Online are:

> <u>Marketing and Recruiting</u> – have a full service student enrollment call center and a marketing staff of 6 (Director, Manager, Web Developer, Graphics Designer; Data Analyst; and Coordinator). FIU Online is responsible for all marketing and recruiting for fully online undergraduate programs (except for the RN to BSN Nursing degree.) On mutual agreement between colleges/schools and FIU Online, FIU Online will provide marketing and recruiting for graduate self-supporting/market online programs.
> <u>Program and Operations</u> – Blackboard is the university's LMS. FIU Online uses a hosted LMS. FIU Online instructional design staff is teamed with the faculty to design, create, and deliver courses.
> <u>Quality Assurance</u>
> The University has adopted QM certification as our quality assurance standard. FIU Online offers a full range of courses to faculty. The Quality Assurance unit is led by Associate Dean, Quality.

FIU Online provides extensive faculty support through the following:

1. Every faculty member is assigned an instructional designer to work with them.
2. To encourage best practices, FIU Online hosts an annual online faculty conference that highlights new methods and celebrates outstanding contribution to the FIU online space.
3. FIU Online has an extensive faculty resource site which provides help in designing and developing courses, best practices, and university resources. (For more information, go to online.fiu.edu)
4. FIU Online provides an extensive array of training workshops and courses. This includes a comprehensive 4-week online course on "Introduction to Online Teaching" and many other workshops focused on specific topics such as AbodeConnect, Blackboard features (Gradebook, Rubrics), ProctorU, QM. (For more information, go to online.fiu.edu)
5. FIU Online hosts an e-professor series where different professors share their knowledge about online teaching.
6. FIU Online supports a Faculty Mentor program. An FIU Online mentor is an experienced faculty member who enjoys teaching online. These faculty mentors have graciously volunteered to provide guidance to instructors who have questions or concerns about online instruction. See the website for a listing.

**POLICY ON DISTRIBUTION OF DISTANCE LEARNING FEE TO COLLEGES/SCHOOLS
FROM ONLINE COURSES THAT GENERATE FUNDABLE STUDENT CREDIT HOURS
Effective Fall 2013**
FOR FIU ONLINE 1.0 COURSES ONLY

I.   Overview

Florida Statute 1009.24(17) (b) allows the university to charge a Distance Learning Fee for all online courses that generate fundable student credit hours. Up to 25% of the funds collected from this Distance Learning Fee have been set aside for Colleges/Schools to use to support their faculty who develop and deliver online courses that generate fundable student credit hours and to provide student support that is unique to such online courses. This policy describes how Colleges/Schools can request a distribution from the Distance Learning Fee collected from online courses that generate fundable student credit hours.

The guidelines for the permissible use of the Distance Learning Fee are based on the recommendation of FIU's Office of Internal Audit and are in accordance with Florida Statute 1009.24 (17) (b) which states that "the amount of the distance learning course fee may not exceed the additional cost of the services provided which are attributable to the development and delivery of the distance learning course."

The Distance Learning Fee to be charged beginning Fall 2013 is $53.33 per credit hour. Each College/School is eligible to receive up to 25% of the Distance Learning Fee ($13.33 per credit hour) collected from their online courses.

II. Expense Guidelines

Consistent with Florida Statutes and the Florida Distance Learning Task Force report, the following set of comprehensive guidelines for how Colleges/Schools can use the Distance Learning Fee will be implemented effective Fall 2013 (Classes Begin: August 26, 2013).

Each College/School's Distance Learning Fee annual Budget Request may include the following expenses:

1. Development, recording, and/or acquisition (licensing) of instructional content for online courses.
2. A faculty stipend for development of an online course up to $3,000 per course.
3. Faculty training and development that is related to the design, development, and delivery of online courses.

4. Teaching assistants for online course sections over 50, on condition that teaching assistants are not provided in similar circumstances for face-to-face (FTF) classes.
5. Student support services that are only offered to online students.
6. Proctored exams.
7. Bonus of up to $1,000 to faculty who successfully complete the Quality Matters certification process for their online courses.
8. Salary for administrative personnel whose sole responsibility is for the oversight, quality control, and management of the development and scheduling of online courses.

Note: No portion of salary for academic administrators or professional staff members that serve both students taking online courses and those taking face-to-face (FTF) courses can be paid by the distance learning fee.

III. Request Process

During the University budget period, FIU Online will provide to each College/School an estimate of the Distance Learning Fee revenues that they are eligible to receive. In order to receive funds from the Distance Learning Fee, each College/School must complete and submit a Distance Learning Fee – Academic Unit Budget Request Template to FIU Online, together with appropriate supporting documentation detailing their planned expenditures for the Distance Learning Fee for the fiscal year. As well as input this same request into Panthersoft by the University budget deadline. Budget revisions will be accepted up until May 31st of the fiscal year the request is intended for. Expenses contained within these requests must not exceed the Distance Learning Fee allocation estimate provided by FIU Online and must be in line with the expense categories described above. FIU Online will approve the annual Budget Request after consultation with the College/School as necessary.

Since Distance Learning Fee funds are for cost recovery only, if a College/School does not submit an annual Budget Request by the predetermined deadline they will not be eligible to receive Distance Learning Fee revenue disbursements for the year. Funds to pay for allowable expenses must be disbursed in the same fiscal year in which expenses are incurred. Eligible funds do not carry over fiscal years.

After the Spring semester's 25% drop date, FIU Online will notify each College/School of their eligibility to amend their original annual budget by submitting an additional Budget Request.

IV. Disbursement Process

Each semester, after the 25% Drop date, FIU Online will transfer Distance Learning Fee revenues to the College/School based on actual instances of enrollment in accordance with the approved annual Budget Request up to the amount that the College/School is eligible to receive. If an additional Budget Request is submitted, FIU Online will process the College/School's Spring Distance Learning Fee transfer once this request is approved.

PROCTORED EXAM POLICY FOR ONLINE COURSES
Effective Summer 2012
(Updated Fall 2014 for FIU Online 2.0)

FIU continues to increase its online program offerings and enrollments by recruiting Florida residents, non-Florida residents, and international students. Given this growth, it is important for faculty to design their courses to accommodate these students regardless of their place of residence. One of the most important considerations in designing an online course is the practice of administering proctored exams. The university policy for the administering of proctored exams for online courses is given below:

1. The following disclaimer will be added in PantherSoft to all FIU Online courses:

This online course **may require** up to two proctored exams. For more information regarding proctored exams, please visit: http://online.fiu.edu/currentstudents/exams

2. Professors teaching online courses may require no more than 2 proctored exams per course, per term, regardless of the duration of the exam.

3. It is the professor's responsibility to clearly state in the course syllabus whether or not proctored exams will be required. The dates and times during which those exams will be given, as well as their location, must be provided.

4. Students are responsible for determining whether or not their online course requires a proctored exam(s). Upon gaining access to the course students should consult the syllabus in order to make such a determination.

5. Regardless of their place of residence, students cannot be required to take a proctored exam on-campus. Students in FIU Online 1.0 courses, who choose not to come to campus to take the on-campus proctored exam(s) must notify the professor before the final add/drop date of their intention to take the exam at an approved proctoring center or with an approved virtual proctoring center such as ProctorU (http://www.proctoru.com/).
FIU Online 2.0 students must be given the option to take a virtual proctored exam with an approved virtual proctoring center such as ProctorU (http://www.proctoru.com/).

Note: The Dean of the requesting professor must approve any requests, which fall outside of this policy. If a professor desires to have more than two proctored exams, a confirmation email must be sent to their Instructional Designer acknowledging that the Dean has approved the request and their department has agreed to incur costs for the additional exams.

INSTRUCTIONS FOR CONDUCTING PROCTORED EXAMS

If you wish to have a proctored exam, please note the following:

- It is the professor's responsibility to clearly state in the course syllabus whether or not proctored exams will be required. The dates and times, during which those exams will be given, as well as their location, must be provided. In order to give students ample time to drop the course without financial liability, ensure that this information is available upon the first day of the semester.
- When submitting syllabi to Instructional Designers, be sure to include proctored exam(s) information (date, time, and location). This has to be completed by the syllabus deadline provided to you by your Instructional Designer.
- Room arrangements for on-campus proctored exams will be accommodated by the Office of Academic Space Management. FIU's Office of Academic Space Management must assign a specific date for online courses to conduct final exams (please refer to the FIU Calendar http://calendar.fiu.edu/events/index/calendar:academic/) so that students may drop classes with conflicting exam schedules and/or drop classes that require proctored exams without financial liability. Prior to the beginning of the semester, the instructor, working with FIU Online and FIU's Office of Academic Space Management, must determine the date and time of any other proctored exam and confirm with the Office of Academic Space Management room availability. The date, time and location of any such proctored exam must be stated in the course syllabus. The Office of Academic Space Management cannot guarantee a computer lab, nor do MMC computer labs offer large seating availability.
- You will be responsible for conducting and administering proctored exams on the chosen FIU campus. If you cannot administer your exam, you must make the necessary arrangements with your department to find a suitable proctor.
- Students should be notified in the syllabus that they are responsible for scheduling and paying any extra fees if they are unable to attend the on-campus proctored exam. Students must arrange an alternative through one of the following options:
  - Instruct students to locate a proctoring center. Proctoring centers can be located through the **National College Testing Association** site: http://www.ncta-testing.org/cctc/find.php. Refer students to the "**Proctoring Center Agreement Form**".
  - Instruct students to locate a virtual proctoring service such as ProctorU (http://www.proctoru.com/). Refer students to the "**Proctoring Center Agreement Form**".
- Students must select a proctoring center or virtual proctoring service no later than two weeks prior to the date of any scheduled proctored exam. Students must notify the instructor of their choice and provide the necessary contact information. It is then the instructor's responsibility, with support of FIU Online, to submit the exam(s) to the proctoring center in accordance with their guidelines. Instructions to the proctoring center should include the following:
  - The course number (this should be listed as it is in the university catalog or on a transcript, i.e. MAN 4720)
  - The course title
  - Professor's name
  - Name of exam (midterm or final)
  - Time limit (how long the student has to complete the exam)
  - Specific date and time (date and time you want the proctoring center/proctor to administer the exam)
  - Special instructions (specify to the proctoring center/proctor what items are allowed/prohibited, i.e. open book/open notes, calculators, formula sheet, etc.)

POLICY FOR ON-CAMPUS VISITS IN ONLINE COURSES
Effective Summer 2012

On-campus attendance is limited. State regulations require that students enrolled in an online course which is assessed the distance learning fee must have at least 80% of its instruction delivered online. FIU policy states that an online course may only include 2 on-campus visits. If the course includes on-campus visits, equal virtual alternatives **must** be provided for any student who requests such an alternative, regardless of that student's place of residence.

If a professor decides to administer a proctored exam as one of the allowable on-campus visits, the professor must adhere to the *Proctored Exam Policy for Online Courses*. FIU Online will work with faculty to meet this requirement.

Note: The Dean of the requesting professor must approve any requests that fall outside of this policy.