MEMORANDUM

TO: Deans, Directors, Department Heads and Chairs

THROUGH: Tim Boosinger, Provost and Vice President for Academic Affairs

THROUGH: Don Large, Executive Vice President and Chief Financial Officer

THROUGH: Marcie Smith, Associate Vice President for Business and Finance

THROUGH: J. Emmett Winn, Professor and Associate Provost

FROM: Asim Ali, Project Manager for University Initiatives
      Amanda Malone, Special Assistant to the Provost, Budget Management

DATE: May 12, 2015

SUBJECT: Revised Guidelines for Undergraduate Online Course Incentive

This memo supersedes the “Incentive Proposal for Distance Education Undergraduate Courses” previously approved on December 16, 2010.

Effective Summer 2015, the following process will be followed for the undergraduate online course incentive:

1. The undergraduate online course incentive, currently $175 per student credit hour, will be distributed as follows: two-thirds to the Dean’s Office of the offering unit and one-third to the Office of the Provost for each student enrolled in an undergraduate online course (undergraduate course numbers ending in “3”). Further disbursements will be made at the discretion of the Dean based on internal agreements with the department and/or instructor-of-record. The historical enrollment condition will no longer apply to these courses.

2. After the 15th class day (5th class day for Summer terms), the Provost’s Office will audit the enrollment figures for online courses and communicate them with each Dean’s Office contact. The disbursements will be made to the designated account in the Dean’s Office following this communication.

Please note the following:
A. The Provost’s Minimum Class Size Guidelines apply to online class sections.
B. Instructors can obtain support for designing online courses through the Biggio Center for the Enhancement of Teaching and Learning.
C. Per-term MOU’s with each department will no longer be needed.
D. The terms in this memo will be evaluated annually and modified if needed.