

University-Level Distance Learning Statements

See page three for a list of abbreviations.

Curriculum and Instruction

1. The faculty assumes responsibility for, and exercises oversight of, DL, ensuring both the rigor of the programs and the quality of instruction.
2. The syllabi used for DL courses conform to faculty-approved "University Senate Syllabi Guidelines."
3. The technology used is appropriate to the nature and objectives of the programs and courses and expectations concerning the use of such technology are clearly communicated to students and is clearly identified from the outset of the course.

The UK Online team within TLAI is prepared to meet with faculty to aid in determining effective delivery methods for DL course content.

4. Program and course descriptions and materials are kept up to date and are available online.
5. DL policies are clear with respect to intellectual property and faculty compensation. For specific regulations, please refer to [AR 7:6, Intellectual Property Disposition and Administrative Regulation](#). In cases where faculty members/departments wish to commercialize products developed with DL assistance, or they wish to transport products to external locations, they must submit the request to the [UK Intellectual Property Committee](#) for determination of the University's material interest.

UK Online supports funding of minimum copyright fees for DL faculty. DL faculty submit syllabi to the UK Libraries' E-reserves office staff for review of resources/ materials.

6. Faculty support services are appropriate and specifically related to DL. UK Online and ITS provide a diverse range of support services for DL faculty, which includes audio-visual services, DL networks support, instructional technology, multimedia production, instructional design and course development, administrative support, and marketing.
7. The faculty who teach via DL have received appropriate training for DL delivery and such training is available on a regular basis.

The UK Online team provides DL faculty with ongoing face-to-face and virtual workshops, consultations and tutorials.

Faculty evaluation regularly occurs within the university and the same standards are applied to both DL and on-campus classroom activities. Faculty responsible for DL instruction are appointed, evaluated and promoted by the same standards and procedures as are all other faculty.

8. UK's admission and recruitment policies and decisions for distance learning are equivalent to UK's admission and recruitment standards for traditional degree and certificate programs.

The accreditation standards for UK's DL-delivered programs also include evaluation of DL and remote sites.

9. Comparability of DL programs to campus-based programs and courses is ensured by the evaluation of educational effectiveness, including assessments of student learning outcomes, student retention, and student satisfaction.

TLAI administers the assessment software used to distribute the Midterm and Summative Evaluation instruments for online course and teacher evaluations. TLAI distributes responses to respective instructors, and to the department upon request.

OSPIE establishes a campus wide process for program assessment and ensures that all academic programs participate in assessment regardless of delivery method.

Library and Learning Resources

10. Students are made aware of the help and resources available through DL Library Services.

DL Library Services works in collaboration with UK Online to provide help and resources to DL faculty and students including information literacy, research assistance, access to electronic databases, interlibrary loan, copyright assistance and electronic reserves.

Student Services

11. Students have adequate access to the range of services appropriate to support DL programs, including admissions, financial aid, academic advising and placement, counseling and delivery of course materials. Students are encouraged to utilize the resources of the Career Center as well as to contact directors of undergraduate and graduate studies in the student's field of interest for additional career and academic information.

12. Students have an adequate procedure for resolving academic complaints. The [Code of Student Conduct](#) documents the procedures for academic complaints. In addition, students are encouraged to utilize the knowledge and resources of the [Academic Ombud](#).
13. Advertising, recruiting, and admissions information adequately represent the programs, requirements, and services available to students.

Facilities and Finances

14. Equipment and technical expertise required for DL is available to faculty and students.
15. Long-range planning, budgeting, and policy development processes reflect the facilities staffing, equipment and other resources essential to the viability and effectiveness of the DL program.
16. The UK Online team support students enrolled in DL courses by providing:
 - Online success strategies
 - LMS and conference software training via online tutorials
 - Centralized Student Resources on the UK Online portal
 - Minimum requirements for computer hardware and software as well as links to specified browser applications; and
 - Technical support for DL students, in cooperation with Information Technology Services.

Abbreviations

DL = Distance Learning

ITS = Information Technology Services

OSPIE = Office of Strategic Planning and Institutional Effectiveness

TLAI = Teaching, Learning and Academic Innovation