

UAR NUMBER: 402.01

TITLE: Interactive Video Classroom Usage

ORIGINATOR: Office of Information Technology

INITIAL ADOPTION: July 1, 2008

REVISION DATES:

PURPOSE: To define the processes and responsibility for support of the campus interactive video (ITV) network resources used in the delivery of distance learning classes.

PROCEDURAL REFERENCES:

SCOPE (Who is covered by this UAR?): All MSU faculty and staff.

DESCRIPTION: This UAR details how the responsibility for providing support for the campus ITV network is shared between the Office of Information Technology and staff at the regional campus sites. It outlines what funding will be provided to regional campuses to hire facilitator support for qualifying ITV courses at each site.

RESPONSIBILITY: The Office of Information Technology is responsible for the administration and maintenance of the interactive video network system owned by the University. The Office of Information Technology is responsible for hiring and supervision of facilitators to assist with ITV courses offered at the Morehead campus. Each regional campus center director is responsible for hiring and supervision of facilitators to assist with ITV courses offered at their regional campus location. ITV courses offered at the Hindman location will be covered by the Jackson Center staff. The Office of Information Technology will provide training opportunities for all facilitators and faculty in the use of ITV equipment.

PURPOSE: To define the process to be followed for providing technical support for ITV courses.

FUNDING GUIDELINES:

- Funding for one lead facilitator position will be allocated at each regional campus center that does not have a dedicated technology consultant/ITV support position on staff available to serve as the lead facilitator.

- The salary rate for a lead facilitator is \$8.00/hr beginning July 1, 2008. This individual may work up to a maximum of 25 hours per week. Time spent by the lead facilitator assisting the regional campus director with ITV facilitator scheduling and coordination should be noted on timecards separately from facilitation hours.
- Additional facilitators may be hired at each regional center for coverage of ITV classes as agreed upon by Information Technology and the regional campus directors. Sharing of facilitators between classrooms will be enforced to maximize hiring dollars.
- The salary rate for additional facilitators is \$6.75/hr beginning July 1, 2008. Facilitators are to be available 15 minutes prior to the start of class and 15 minutes after the end of class to provide services to faculty and students.
- Supervision, payroll entry and all hiring paperwork is the responsibility of ECC director or assigned ECC staff.
- Funds will be transferred from the Office of Information Technology to the Temporary Employee account for each regional campus to cover the cost of facilitators using the following guidelines:
 - A budget transfer for \$5,000 dollars will be transferred at the start of the fiscal year to enable processing of initial PARs.
 - A running budget balance will be maintained by Information Technology and additional budget transfers will be processed as necessary for additional wages based on the total number of hours of facilitation needed at each site during the year.
 - The lead facilitator or full-time technology/ITV staff at each site is expected to cover the first 20 hours of facilitation per week. Exceptions to this guideline must be documented with Information Technology prior to the start of a semester.
 - A class must have a minimum of 3 undergraduate students (or 2 graduate students) enrolled at a single site for that site to qualify for facilitator funding.
 - Funding will be allocated for a single facilitator when multiple classes are offered simultaneously in the same regional center facility.
- Expenses incurred for facilitation services outside of the above guidelines will be the responsibility of the regional campus center unless exceptions are presented to and approved by the Office of Information Technology prior to the expense being incurred.

POINT OF CONTACT: Information Technology is the primary point of contact for all ITV issues. Faculty and students will call the Information Technology ITV support desk for assistance with ITV issues. Information Technology will notify the designated ECC employee about class cancellation, changes in schedules or special requests by faculty. Complaints will be investigated by Information Technology and the ECC director/staff for resolution.