



Guidelines for Developing and Administering Distance and Online Educational Programs at the University of Vermont

The following guidelines apply to all distance and online credit-bearing programs (course sequences, certificates, and degrees) at UVM. These guidelines are based on recommendations in a comprehensive distance education strategic plan developed in summer 2013 by a committee comprised of faculty, staff, deans, and an associate provost. These guidelines were then finalized by a task committee of deans appointed by the provost in fall 2013.

- All online/distance programs (defined as credit-bearing course sequences, certificates, and/or degrees) at both the undergraduate and graduate levels will be administered through Continuing and Distance Education (CDE).
- Curriculum development will be the responsibility of the UVM faculty.
- Instructional delivery will be the responsibility of the UVM faculty.
- Responsibility for quality assurance and assessment will lie with the following:
 - Academic quality – Academic unit and (where appropriate) Graduate College
 - Within-program consistency – Academic unit and CDE
 - Technical and infrastructure support – CDE and (as appropriate) Enterprise Technology Services (ETS) and the Center for Teaching and Learning (CTL)
- Selection/recruitment of faculty will be the responsibility of the academic unit and (where appropriate) CDE.
- CDE, in partnership with the academic units and Graduate College, will have responsibility for marketing. Academic units will be responsible for maintaining current website and catalog information. These groups will share responsibility for congruence in content.
- The Graduate College will be responsible for graduate admissions, on the recommendation of program faculty.
- The Office of Admissions will be responsible for undergraduate admissions.
- Responsibility for student advising will lie with the following:
 - Preparedness for online engagement – CDE
 - Technical advising – CDE in partnership with CTL and Blackboard Helpline
 - Academic advising – Program director with UVM faculty

(cont'd.)

- Each college/school will identify an individual to serve as the unit's point-person on distance/online education. Specifically, this individual will (1) ensure programs directly support the dean's strategic vision for the college/school, (2) serve as a liaison between the academic unit and CDE, and (3) serve as an informational resource within the unit for matters related to distance/online education.
- A standing committee will be appointed by the provost to assess initial plans to develop and offer any new distance/online program. Specifically, this committee will (1) confirm that the proposed program addresses a strategic university priority and/or a market need that aligns with existing strengths/capabilities, and (2) review the market analysis and financial plan for the proposed program. The committee will be advisory to the provost.
- Full proposals for new distance/online programs will be submitted to the Faculty Senate for review and approval per established policies and procedures.

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