Overview of
Principles of Good Practice Checklist and Agreement

Introduction

The UT TeleCampus (UTTC) serves as the centralized utility for online education for the 15 component campuses in The University of Texas System. To offer a course through the TeleCampus, a faculty member or members must complete the Principles of Good Practice Agreement and gain approval by their dean and chief academic officer. This self-study acts as an agreement between the university, course author or authors, and the TeleCampus that the highest quality online instructional materials will be delivered to students. ***The agreement must be filled out after the course has been developed and before the end of the first semester that the course is taught.***

UTTC will provide resources such as training, online library and database access, online course evaluation instrument, 24x7 technical support and course platform support for courses meeting these criteria.

Please keep for your information the overview and return the agreement to the UTTC as instructed.

This completed document including signatures should be mailed to:

Marta Hubbard
Manager, Program Support Services
UT TeleCampus
The University of Texas System
702 Colorado Street
Austin, TX 78701

The Western Cooperative of Educational Telecommunications (WCET) developed the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically*. The principles, adopted by the Texas Higher Education Coordinating Board, provide an outline for consideration when developing, teaching, or evaluating the quality of electronic instruction. The UT TeleCampus requires faculty to complete this self-study agreement to ensure that all TeleCampus courses meet these guidelines.

The *Principles of Good Practice* and this self-study assume the following:

▪   The program or course offered online is provided by or through an institution that is accredited by an accrediting agency recognized by the Texas Higher Education Coordinating Board and authorized to operate in the state where the program or course originates.

▪   The institution's programs and courses holding specialized accreditation meet the same requirements when offered online.

▪   The "institution" may be a single institution or a consortium of institutions.

▪   These principles are generally applicable to degree or certificate programs and to courses offered for academic credit.

▪   It is the institution's responsibility to review educational programs and courses it provides electronically and certify continued compliance with these principles.

▪   Institutions offering programs or for-credit courses are responsible for satisfying all in-state approval and accreditation requirements before students enroll in the online course.

TeleCampus staff and applicable Academic Affairs Committee members may review this completed form. A TeleCampus staff member may contact you for additional information. Please address questions to Marta Hubbard, Manager of Program Support Services, mhubbard@utsystem.edu or 1-866-TEXAS-16 with any questions.

These are the Principles of Good Practice as approved by the Texas Higher Education Coordinating Board.

PRINCIPLES OF GOOD PRACTICE FOR ACADEMIC DEGREE AND CERTIFICATE PROGRAMS AND CREDIT COURSES OFFERED ELECTRONICALLY
Adopted July 1997 – Updated January 1999

CURRICULUM AND INSTRUCTION

• Each program or course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.

• A degree or certificate program or course offered electronically is coherent and complete.

• The program or course provides for appropriate interaction between faculty and students and among students.

• Qualified faculty provide appropriate oversight of the program or course that is offered electronically.

• Programs or courses offered electronically are offered on the campus of the institution where the programs or courses originate.

• Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.

• Student learning in programs or courses delivered electronically should be comparable to student learning in programs offered at the campus where the programs or courses originate.

INSTITUTIONAL CONTEXT AND COMMITMENT

Role and Mission

• The program or course is consistent with the institution's role and mission.

• Review and approval processes ensure the appropriateness of the technology being used to meet the objectives of the program or course.

Students and Student Services

• Program or course announcements and electronic catalog entries provide appropriate information.

• The program or course provides students with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.

• Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.

• The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course.

- Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available.

Faculty Support
- The program or course provides faculty support services specifically related to teaching via an electronic system.

- The institution assures appropriate training for faculty who teach via the use of technology.

- The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty.

Resources for Learning
- The institution ensures that appropriate learning resources are available to students.

- The institution evaluates the adequacy of, and the cost to students for, access to learning resources and documents the use of electronic resources.

Commitment to Support
- Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.

- The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program.

EVALUATION AND ASSESSMENT
- The institution evaluates the program's or course's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction.

- At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.

Principles of Good Practice Checklist and Agreement

Course Information

Please provide the following information:

UT component: _____

UTTC Program (if applicable): _____

Campus prefix and course number: _____

Course title (in campus inventory): _____

Name, title, phone, and e-mail of principal contact person: _____

_____

Name, title, and component of each instructor: _____

_____

_____

Course Description: _____

_____

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Course Level:
        □ Pre-Collegiate
        □ Undergraduate
        □ Graduate
        □ Other

Credit Type:
        □ Academic
        □ Correspondence
        □ Extension
        □ K-12
        □ Faculty/Staff Development
        □ Continuing Education
        □ Non-credit
        □ Professional Development

Credit Hours: _____

Previous Offerings by applying faculty:
   □ Face-to-face, Number of semesters: _____
   □ Online, Courseware: _____, Number of semesters: _____
   □ Web-enhanced, Courseware: _____, Number of semesters: _____
   □ ITV, Number of semesters: _____
   □ Other: _____, Number of semesters: _____

Technical Requirements
Have you or your course production support staff tested all aspects of the course on both Internet Explorer and Netscape, PC and Macintosh computers as per the minimum UT TeleCampus hardware and software requirements (see http://www.telecampus.utsystem.edu/index.cfm/4,0,83,69,html)? Did the course pass all of these requirements?

□ Yes (by whom?)
□ No (by whom? please list what technical requirements were not met and why)

_____
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Americans with Disabilities Act
Does the course comply with the Americans with Disabilities Act and, specifically, the Rehabilitation Act Amendments in Section 508? For more information, see the ADA Guidelines and Section 508 of the Rehabilitation Act regarding electronic and information technology accessibility standards.

□ Yes
□ No (please list what accessibility requirements were not met and why)

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Course Copyright and Permissions

Instructors can locate information on copyright laws relating to the use of academic materials in the UT System Copyright Crash Course Online Tutorial

1. Have you obtained and met all copyright permissions as appropriate to the course content?

□ Yes

_____

□ No

Names of course copyright holder(s):_____

2. Have you confirmed that the course materials not developed by the copyright holder meet the "fair use" standard and exempt you from liability of infringement?

□ Yes
□ No (please list what copyright requirements were not met and why)

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Curriculum and Instruction

1. The online course is complete and coherent. (i.e., all materials loaded, tests built; etc.)

□ Yes
□ No (please list why)

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2. The course results in learning outcomes appropriate to the rigor and breadth of the credit type offered.

□ Yes
□ No (please list why)

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3. The instructor has identified necessary course materials for students and has provided information on how to purchase or obtain materials.

□ Yes
□ No (please list why)

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4. Students can complete the course online without physically visiting the institution offering the course (i.e., all necessary instruction and support exists to serve the off-campus student).

□ Yes
□ No (please list why)

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5. The course provides for timely and sufficient interaction between faculty and students and among students.

□ Yes (please describe)
□ No (please list why)

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6. The instructor will provide feedback for students on assignments and respond to questions in a timely manner. The instructor has detailed these guidelines in the course.

□ Yes (please describe)
□ No (please list why)

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7. When teaching the course, the faculty member will be available to support and communicate with the students and oversee student projects and evaluation.

□ Yes (please describe)
□ No (please list why)

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8. Students will have the opportunity to interact with each other and with faculty outside of the online class to build a learning community.

□ Yes (please describe)
□ No (please list why)

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9. The academic standards and learning outcomes for the online course match the standards and outcomes set for on-campus courses at the sponsoring institution.

□ Yes
□ No (please list why)

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10. The course provides students with clear, complete, and timely information on course goals and objectives.

□ Yes (please describe)
□ No (please list why)

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11. The course specifies the necessary technology competence and skills to access the course and participate in all classroom activities. This can best be done by linking to the Technical Support area of the UTTC website.

□ Yes
□ No (please list why)

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12. The course meets the institutional standards for content, reflective learning, competencies, etc., as other courses offered by the institution.

□ Yes (please describe)
□ No (please list why)

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13. Qualified faculty provide the same oversight of the online program or course as other courses offered by the institution.

□ Yes
□ No (please list why)

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14. Is this course self-paced or is the student's progress structured by the instructor (for example, do deadlines exist for discussion participation, quizzes, tests, or assignments)?

□ Self-paced
□ Faculty-paced
□ Other (please explain)

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Institutional Role and Commitment

1. The course and associated technology requirements comply with the UT TeleCampus policies. This can be found in the About UTTC area of the UTTC website.

□ Yes
□ No (please list why)

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2. Course announcements and catalog entries provide appropriate information about the course, services associated with the course and information on the TeleCampus.

□ Yes
□ No (please list why)

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3. Do enrolled students have reasonable and adequate access to the range of student services appropriate to support their learning? Have the faculty member(s) reviewed information on UT TeleCampus student processes and services? This can best be done by linking to the Student Handbook in the Enrollment area of the UTTC website.

□ Yes
□ No (please list why)

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4. The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge, and technical skills required to undertake the program or course. This would include, if appropriate, prerequisite technical and/or content background.

□ Yes (please describe)
□ No (please list why)

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5. The institution provides the faculty with support services specifically related to teaching online.

☐ Yes (please describe)
☐ No (please list why)

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6. Will the institution provide support for future revisions to the course?

☐ Yes (if yes, please list the intervals of time for revision and describe the support to be given.)
☐ No (please list why)

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7. Which training(s) have the faculty and production staff received in order to develop and teach the online course?

Select all that apply.
☐ Instructional Design (UTTC)
☐ Teaching Online (UTTC)
☐ Courseware (UTTC)
☐ Policies (UTTC)
☐ Student Services (UTTC)
☐ Computer Basics
☐ Intellectual Property and Copyright (UT System)
☐ Instructional Design (Institution)
☐ Teaching Online (Institution)
☐ Courseware (Institution)
☐ General Technology (Institution)
☐ Other (if other, please explain)

☐ None to date (please list why)

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8. Does the institution provide adequate equipment, software, and communications access for the instructor and co-developers to support interaction with students, outside faculty, and other institutions or services?

☐ Yes (please describe)
☐ No (please list why)

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_____

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_____

9. Has the institution demonstrated a commitment to ongoing support, both financial and technical, to continue the course for a sufficient amount of time for students to complete the course or program where the course is associated?

□ Yes (please describe)
□ No (please list why)

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_____
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10. The institution will evaluate the course's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction.

□ Yes (please describe)
□ No (please list why)

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Evaluation and Assessment

1. The faculty member will offer students an opportunity to evaluate the effectiveness of this online course.

□ Yes (please describe)
□ No (please list why)

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2. Will the course use the UT TeleCampus online evaluation instrument?

□ Yes
□ No (what will it use)

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_____
_____
_____

3. How will the instructor assess student achievement in the course? by what means? Please provide grading guidelines and types of assessment.

_____
_____
_____
_____

4. Will the instructor use the assessment described in question 3 to make necessary revisions to the course at regular intervals?

□ Yes (at what intervals?)
□ No (please list why)

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Faculty and Component Commitment/Approval

The instructing faculty must complete the Principles of Good Practice Checklist and Agreement and sign, along with the appropriate Dean and the Vice President for Academic Affairs or Provost. This should be done after the course has been developed and before the end of the first semester the course is taught. Faculty will be requested to review online courses regularly using the Principles of Good Practice Checklist.

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By signing below, we certify the following:

The answers to the questions in the checklist are accurate and truthful. The instructing faculty have made every effort to obtain copyright permissions and comply with institutional policies regarding technology and other learning resources. The faculty understands that by hosting this course through the TeleCampus, the faculty and students will have access to all related TeleCampus support services.

_____
Faculty Member

_____
Dean

_____
Vice President for Academic Affairs/Provost