

POLICY ON INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS)

FAM 849.8

1. Definition and Purpose of ITFS

ITFS provides the electronic transmissions of live interactive classroom instruction. The purpose of ITFS at CSUSB is to meet more effectively the educational needs of the area by providing access to regular classroom instruction for people in remote locations or others who are not able or likely to attend regular classes on campus. ITFS may be used to provide Extended Education classes, academic advising for remote located students and to carry teleconferences over the system at remote locations.

2. Faculty Oversight

The Information Services Committee shall formulate, recommend, and review policy concerning ITFS. Programmatic recommendations will be forwarded to the Dean of Extended Education, and technical recommendations will be forwarded to the Director of Audio Visual Services. The Committee's duties shall include reviewing proposed ITFS courses; suggesting criteria for evaluating ITFS courses; making recommendations regarding instructional support for ITFS courses, including library, audio visual, laboratory and computer resources; making recommendations regarding services for students enrolled in ITFS classes; and evaluating ITFS instruction on a continuing basis and making recommendations for improvement.

3. General Guidelines:

- 3.1 Any course which has been approved as part of the University curriculum, or any course offered through the office of Extended Education, can be considered for its appropriateness to be offered via ITFS. The unique instructional format of an ITFS course requires that it receive review and approval prior to its first offering via ITFS. Such review shall be made by the department chair, Information Services Committee, College Curriculum Committee, College Dean, and Dean of Extended Education.

- 3.2 Courses offered via ITFS shall be adequately supported with library, audio visual, laboratory, and computer resources as available
- 3.3 Students enrolled in ITFS courses shall be provided adequate advising, admissions and registration services. Special efforts shall be made to provide other student services.
- 3.4 Faculty teaching ITFS courses are encouraged to visit their ITFS students when and where appropriate but shall not be required to do so. If visits are to be made, faculty shall be appropriately reimbursed in accordance with standard policies and regulations.
- 3.5 ITFS courses will be evaluated on the basis of (1) instructor performance measured through SETE forms and (2) technical quality measured through an Extended Education assessment form. As with summer session courses, faculty will decide whether SETE forms will be placed in their personnel files; however, none of the information derived from the Extended Education technical quality assessment forms shall be placed into any faculty member's personnel file
- 3.6 Access to ITFS facilities shall normally be based on the following priorities: 1. state-supported regular credit; 2. extension credit courses; 3. non-credit courses; 4. academic advisement; 5. academic conferences.
- 3.7 Normally any enrollment for a class offered via ITFS shall be credited to the department of the faculty member(s) providing the information.
- 3.8 In the initial phase of implementing the ITFS system or when developing new off-campus courses and programs, an occasion may arise where departments will be unable to anticipate the staffing required for ITFS sections. In such situations, departments may request additional WTU's from the Dean of Extended Education. During the experimental period from Fall 1988 through Spring 1990 up to 4 WTU's beyond those normally assigned may be awarded for the initial preparation and offering of an ITFS version of a course when justified. Subsequent offerings of an ITFS course will be staffed from the normal departmental or college budget.