

Extended Learning Sub-Meet and Confer
September 26, 2012
NOTES
3:00-4:00, CSU 285

Members Present: Becky Copper-Glenz (co-chair), Danaè Quirk Dorr (co-chair), Joan Roca, Ed Clark, Bob Hoffman, Peg Lawrence, Ihsuan Li, Judith Luebke, Alisa Eimen, Leon Chen, Deborah Jesseman, Jason Westman

Notes prepared by Ihsuan Li

- I. Introductions were made.
- II. The Extended Learning Sub-Meet and Confer Committee Charge was reviewed.
- III. The document “Extended Learning Terms and Definitions” was reviewed and discussed.
- IV. The current course funding options were discussed.
- V. Dean Copper-Glenz explained the structure and scope of EL, in addition to the three main areas of focus:
 1. Continuing Ed: non-credit courses, including life-long learning program.
 2. Online education (courses and programs): credit courses, only 100% online courses and programs
 3. Off-campus (at 7700 France in Edina): credit courses
- VI. Discussion on online differential dollars and distribution process was updated.
- VII. There is still issue with early registration for online students; registrar is unable to tell who the EL students are (from the Mankato on-campus ones). IT is working on this.
- VIII. An “Innovation Award” for faculty was discussed.
- IX. It was reported that there were 11 EL faculty development grants awarded; recipients will be invited to present or share the outcome of the funded activities.
- X. Other topics discussed included:
 - a. Expanding enrollment of students in the C of EL:
 1. The possibility of approaching major area employers for on-site course offerings tailored to the students in the firm.
 2. The need for access to MSU student and program data (from the office of IR) to understand who EL students are, therefore their needs and wants.

Extended Learning Terminology and Definitions

Continuing Education - Continuing education courses can be non-credit based courses, programs, certificates or other learning activities focused on direct career/industry specific related learning. Continuing education courses, programs or certificates can also be credit based programs that have been customized for a specific audience.

Continuing education is sometimes referred to as professional development, customized training, professional continuing education, continuing non-credit instruction or noncredit programming.

We use continuing education at MSU-Mankato as this is the official term used within the MnSCU system to represent this type of learning activity. Please note that MnSCU also uses the term customized training in conjunction with continuing education to define these learning activities. Customized training is often associated with 2 year colleges therefore we have adopted the term Continuing Education. This is also representative of the other MnSCU 4-year institutions all of which use the term continuing education or continuing studies to define these activities.

The following is a link to MnSCU's continuing education/customized training webpage which provides additional information along with examples.

<http://www.mnscu.edu/business/customizedtraining/index.html>

Who can offer Continuing Education Options?

Several of the academic programs on campus do facilitate their own Continuing Education courses however the College of Extended Learning is the central office at the University for most Continuing Education programs and courses. Programs that offer their Continuing Education activities outside of Extended Learning must work closely with the College of Extended Learning to set-up and track these activities to ensure that CEU's are transcribed to a student's record.

The College of Extended Learning is responsible for all official reports to the MnSCU Office of the Chancellor and other public/university system leaders for continuing education activities at MSU-Mankato.

CEU- Continuing Education Unit. Generally, a CEU credit is defined as ten hours of participation in a recognized continuing education program, with qualified instruction and sponsorship. CEU credits are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards. The records also provide employers with information on training pertinent to particular occupations.

<http://www.ed.gov/international/usnei/edlite-index.html>

CEU credits should be transcribed to a student's record.

7700 - This refers to the MSU, Mankato location at 7700 France Avenue in Edina, MN. There are currently several graduate and undergraduate degree options available at this location. More information about program options at the 7700 France Avenue location can be found at:

<http://www.mnsu.edu/7700france/>

Extended Learning Courses - Those courses in which funding for faculty salary (overload, adjunct or packaged) is provided through Extended Learning. All credit based courses are offered through the academic colleges however faculty salary for a course may be funded through Extended Learning

at the request of the program faculty chair if the request meets the Extended Learning Criteria for funding courses.

Extended Learning courses could also mean Continuing Education courses. Please see Continuing Education for more information.

Extended Learning Criteria for Funding Courses – See Extended Learning Ground Rules.

Online/Hybrid/Blended/Web Enhanced/ ITV courses

The official MnSCU definitions for online, hybrid, blended, webenhance and ITV type courses can be found at: http://academic.project.mnscu.edu/index.asp?Type=B_BASIC&SEC={40AAD908-6CD2-40FD-A105-90C586A2252B}

Online courses (Media Code 03)- The definition we currently use in Extended Learning for an online course is any online course that has no more than one face-to-face meeting and that face-to-face meeting has to be at an off-campus course site.

Differential Tuition (\$35 per credit)- Online differential tuition applies to any course that is coded as Media Code 03.

Hybrid courses (Media Code 09) - As it relates to Extended Learning any course that requires more than one face-to-face meeting , but has a combination of online and off-campus face-to-face sessions. Extended Learning cannot fund faculty salary for hybrid courses that have face-to-face meetings on the Mankato Campus.

The only tuition differential that applies for Media 09 courses is the Metro Differential Tuition (\$50 per credit)- The metro differential tuition applies to any Media code 09 course that has face-to-face meeting scheduled in the Twin Cities Metro area.

Off-campus courses - Any course that takes place at a University approved location outside of the Mankato campus. (Examples include: 7700 France Avenue, New Ulm Community Center, St. Peter Community Center etc.)

Metro Differential Tuition (\$50 per credit)- Metro differential tuition applies to any course that meets in a Twin Cities Metro, University approved location.

Types of Faculty Funding for Credit Based Courses in Extended Learning

Important: These are not official definitions. There are official definitions for packaged, inload and overload pay in the IFO contract. The following only serves as a general description of how EL currently views/processes faculty chair requests for this type of faculty payment.

UPDATE: EXTENDED LEARNING NO LONGER FUNDS PACKAGED COURSES. PACKAGED COURSES CAN ONLY BE FUNDED THROUGH ACADEMIC COLLEGES. 9.23.2012

Packaged Courses- This refers to way in which faculty can be paid to teach an online course. Only Academic Colleges can fund faculty salary at the packaged rate and this rate can only be used for online courses. The rate is (\$65) per credit hour per student. Example, there are 5 students registered in a 3 credit class, the payment would be \$975.00. ($3 \times 65 = 195$
 $195 \times 5 = \$975.00.$)

To fund a course at the packaged rate, the faculty chair must submit a course request form and indicate on the form that they are requesting that Extended Learning pay faculty salary at the packaged course rate. Extended learning will then review the request and either approve or send back to the faculty chair.

Packaged courses do not count against the maximum number of credits a full-time faculty member can teach inload or overload. Packaged course credits do however count against the maximum number of credits an adjunct faculty member can teach.

Packaged courses typically have no more than 30 students enrolled.

There is additional pay if these are graduate only courses.

Typically faculty chairs choose to fund courses at the packaged rate if:

- There is a low enrollment online course that would normally be cancelled but several students need the course and there is a faculty member willing to teach the course at lower rate than they are normally paid.
- There is a course that the program needs to offer and the only faculty who are available/able to teach the course are full-time and have already been scheduled to teach their full amount of inload credits and have also reached the maximum amount of overload credits they can teach.

Overload Faculty Payment- According to the IFO contract, Faculty Chairs ask/ approve full-time faculty to teach up to 5 credits above their required inload assigned courses per academic year. Full-time faculty are not required to teach overload, but can do so if approved by the Faculty Chair. The Faculty Chair can request that EL fund overload faculty salary if the course is either part of a 100% online or off-campus program.

Adjunct Faculty Payment- According to the IFO contract, Faculty Chairs can assign an adjunct to teach a maximum of 10 credits per academic year. Faculty Chairs can request that EL fund adjunct salary if the course is taught either online or off-campus.

3. Undertake market studies to understand what employers and students in the Metro area want and need.

Approved by Dean B. Copper-Glenz and D. Quirk Dorr on 10-31-12