Administrative Memo # 13
Ecampus Policies and Procedures
Revised: November 20, 2015

Background

The Extended Campus (Ecampus) enterprise at Oregon State University is housed in the Division of Outreach and Engagement, under the direction of the Vice Provost for Outreach and Engagement. Ecampus serves as the University's administrative and operational center for distance education, providing a wide variety of services to faculty and units involved with distance education and online learning. For example, Ecampus accepts and reviews proposals for online course development, and often provides small grants directly to faculty for course development. If a course is accepted, Ecampus assists with course development, placing course material into suitable forms for online learning and into the web-based content management system. Ecampus also manages the marketing of online courses and programs (such as degree and certificate programs at both the undergraduate and graduate levels), registration and receipt of tuition funds, and disbursements of revenue according to University policy for revenue sharing (76% of course revenue returned to the College based on the number and category of students enrolled by course designator). Ecampus is also concerned about quality of coursework, and provides training programs for distance education faculty.

The College of Forestry is actively engaged in distance education and supports the growth and development of this important avenue for reaching a wider audience of students, at both the undergraduate and graduate levels. Proposals for new courses and programs are welcomed, however, the policies and procedures outlined in this Administrative Memo will be strictly enforced to insure the appropriate quality control and to allow for a fair, equitable, and transparent administrative model. The intent of these guidelines is to insure that the College of Forestry operates its distance education enterprise in a fair, equitable, and transparent manner, following all University rules and guidelines, and providing a supportive environment for faculty who wish to teach in the distance mode. These guidelines also seek to insure quality teaching and learning, and foster increased distance learning opportunities for both undergraduate and graduate students. These policies and procedures serve as the College of Forestry's operating guidelines for all distance education courses offered through Ecampus that return tuition revenue to the College.

Course Proposal and Development

The College of Forestry actively seeks proposals for new courses and the conversion of existing, on-campus courses to a distance format. However, such courses must be relevant to the academic needs of our students, academically rigorous, marketable, and not duplicate existing offerings. Prior to initiating the development of a course proposal it is required to (a) discuss the concept with faculty who teach related courses, members of the departmental curriculum committee, advisors in the case of

undergraduate courses, the department head, relevant Undergraduate or Graduate Program Director, and Associate Deans; (b) review the Ecampus course proposal form (https://secure.oregonstate.edu/ecampus/proposals) to determine the type and extent of information that will be required; and (c) contact Ecampus to determine the acceptability of the course and the possibility for applying for course development funds. Note that as an Ecampus requirement, courses for which they provide development funds have an expectation that the course be offered two terms in the first year, assuming enrollments are sufficient. Also, if special software that requires additional license fees is anticipated, the course developer should contact the College of Forestry helpdesk for assistance in determining the cost and availability Ecampus development funds are a payment to the department, not the instructor. Compensation for the instructor will be based on Table 1. The Department Head may determine additional effort is required due to unique aspects of the course delivery. Departmental funding may also be provided for services and supplies related to the course development.

Faculty in the following categories are authorized to submit a new online course proposal: Instructors, Senior Instructors, and all professorial faculty (Courtesy/Affiliate, Tenured/Tenure Track, Senior Research, Extension, and Practice). Graduate Assistants, Faculty Research Assistants, Research Associates, and Administrative & Professional Faculty are not authorized to submit new online course proposals, unless they also hold an academic appointment in one of the above-mentioned categories.

In the case of new courses, the Department Heads and the Associate Dean for Outreach & Engagement will determine the appropriate departmental home for the course. Each Department Head will work with the instructor(s) to review course content and learning outcomes to insure that for those courses that are converted from on-campus to online format and are to be taught by different faculty, there is consistency between the courses in content, outcomes, and rigor.

It is the responsibility of the faculty member to prepare and submit the online course proposal to Ecampus. However, prior approval is required of both the Department Head and the College's Associate Dean for Outreach & Engagement.

The development and delivery of new courses for on-campus instruction is an in-load expectation of Tenured/Tenure Track faculty for those courses they are assigned to teach. The development and delivery of new courses for online instruction may also be an in-load expectation, depending upon the teaching assignment and the specific Position Description. However, in those cases where the faculty member is already carrying a full teaching load for the position, overload compensation for development and delivery of online courses may be allowed. Additionally, the conversion of on-campus courses to online delivery may also be an in-load expectation, depending upon the teaching assignment and position description. However, in those cases where the faculty member is already carrying a full teaching load for the position, overload compensation for the conversion of an existing course to online delivery, and the subsequent delivery of that course may be allowed. For Tenured/Tenure Track faculty on 12 month 0.75 FTE appointments, or 9 month 1.00 appointments, additional compensation may be appropriate for course conversion or development, and/or course delivery, and may apply as additional FTE or Summer Session compensation. Overload compensation for course development is based on the % Annual FTE column in Table 1, applied to the faculty member's annual salary. A faculty member may receive overload compensation for no more than one course development or delivery per term.

Table 1. Compensation Rates for Ecampus Course Development

Course Category	Course Credits	% Annual FTE	Annual Salary Range (9 month basis)			Approximate Hours for Development
			Instructor	Sr. Instructor I	Sr. Instructor II	
			50,000-58,000	58,000-63,000	63,000-69,000	
1	1-2	0.050	2,500 – 2,900	2,900 – 3,150	3,150 – 3,450	78
1	3	0.055	2,750 – 3,190	3,190 – 3,465	3,465 – 3,795	86
1	4-5	0.060	3,000 – 3,480	3,480 – 3,780	3,780 – 2,070	94
2	1-2	0.055	2,750 – 3,190	3,465 – 3,795	3,465 – 3,795	86
2	3	0.060	3,000 – 3,480	3,480 – 3,780	3,780 – 2,070	94
2	4-5	0.065	3,250 – 3,770	3,770 – 4,095	4,095 – 4,485	100
3	1-2	0.060	3,000 – 3,480	3,480 – 3,780	3,780 – 2,070	94
3	3	0.065	3,250 – 3,770	3,770 – 4,095	4,095 – 4,485	100
3	4-5	0.070	3,500 – 4,060	4,060 – 4,410	4,410 – 4,830	110

Course Category

1. Revision of Existing Ecampus Course
2. Adaptation of Existing On-campus Course to Ecampus
3. Development of new Ecampus course

Department and course developer will determine the period of performance for creating the course. Appointment FTE will be based on the actual length of appointment, i.e. work could be completed in one month or 1 term and appointment FTE will be adjusted to be compensated per the table ranges.

According to Ecampus Policy, the Course Developer is the named author or principal developer of course materials. The Course Developer may remove his or her name from the course at any time, in coordination with the academic department and Extended Campus. Instructors may be appointed to teach any course, regardless of course developer, based on the applicable Department's discretion Consistent with the rules of Oregon State University, the University owns the course and materials, and OSU shall have the exclusive right to offer the course to any student at any location.

Course Delivery and Compensation

The College of Forestry employs Instructors, Senior Instructors, and professorial faculty (Tenured/Tenure Track, Senior Research, Extension, and Practice) to deliver courses. Affiliate/Courtesy faculty may also teach courses on a voluntary basis. Each faculty member teaching an online course will have an appointment in one of the College's academic departments, even if the faculty member is teaching a course in another department. All faculty, including part time and term by term faculty teaching online courses, will go through an annual Periodic Review of Faculty (PROF) process. Tenured/Tenure Track faculty who are receiving overload compensation are only allowed to teach one section per term (OSU Policy on Overload Compensation dated 16 September, 2010). Other faculty may

teach multiple sections per term. Compensation rates are based on number of credits and rank (Table 2 and Table 3).   Enrollment caps, when necessary, are set by the Department Head. Minimum enrollment numbers are consistent with the University's minimum class size guidelines. Classes below the minimum may be canceled; however, that decision is to be made prior to each term by the Department Head in consultation with the appropriate Associate Dean and the Undergraduate or Graduate Program Director. In some cases, Ecampus may provide funds to allow a low enrollment course to be offered. This may be the case for a new course that has not yet developed a following, or maybe a course that is needed by a few students to meet a program requirement. The Department Head, in consultation with the appropriate Associate Dean, will make the request to Ecampus for supporting funds for low enrollment online courses. In the event a course is canceled, compensation will not be provided to the applicable instructor. For courses with higher instructor costs, the Department Head may require higher enrollment above the minimums in Tables 2 and 3. Other Personnel Expenses (OPE) will be paid as appropriate for the employee's FTE in addition to the compensation outlined in Table 2 and Table 3. For team-taught courses the instructors and Department Head will agree on the appropriate split of the course compensation, which will not exceed the compensation as if the course was taught by a single instructor. The split must be commensurate with the time and effort associated with teaching the course.

Table 2. Instructor Compensation Rates for Online Course Delivery*.

Course Credits	FTE per Month	Salary Range (9-month appointment basis)			Minimum Enrollment
		Instructor	Sr. Instructor I	Sr. Instructor II	
		Annual Salary 50,000-58,000	Annual Salary 58,000-63,000	Annual Salary 63,000-69,000	(UG/G)
1	0.075	Monthly Salary* 417 – 483	Monthly Salary* 483 – 525	Monthly Salary* 525 – 575	24/10
2	0.15	833 – 967	967 – 1,050	1,050 – 1,150	24/10
3	0.300	1,667– 1,933	1,933 – 2,100	2,100 – 2,300	23/10
4	0.375	2,083 – 2,417	2,417 – 2,625	2,625 – 2,875	22/10
5	0.45	2,500 – 2,900	2,900 – 3,150	3,150 – 3,450	21/10

 *Compensation rates are based on anticipated effort per course and employee rank. Annual salary ranges for Instructor ranks recognize differences in productivity, teaching effectiveness, discipline and overall experience. Compensation above these limits is possible in exceptional cases, with approval of the Department Head and the Associate Dean for Outreach and Engagement, however, cost of additional compensation will be borne by the Department and may require additional student enrollment above the minimum guidelines in Table 2

Table 3. Professorial Compensation Rates for Online Course Delivery**.

Professorial Faculty	Course Credits	Minimum Enrollment (UG/G)
3,500	1	24/10
5,250	2	24/10
7,000	3	23/10
8,750	4	22/10
10,938	5	21/10

** Due to the broad ranges for professorial salaries, overload pay for these ranks will be paid on per course basis.. Forestry faculty with less than 1.0 FTE appointments will be compensated via a corresponding increase in working FTE. Forestry faculty teaching in-load will be assigned courses per their position descriptions.

Instructors and other academic faculty may be appointed on a term, academic year, or calendar year basis, following established departmental procedures for faculty hiring. Retired faculty may return to teach online courses as part of their returning retiree appointment.

Compensation rates will be evaluated annually due to university salary increases and tuition increases.

Supervision of Graduate Assistants (GAs) for Online Delivery

A faculty member teaching an online course may elect to utilize a funded Graduate Assistant to handle administrative aspects of the course (grading, management of discussion boards, answering questions, etc.) for a corresponding reduction in workload and compensation. The GA will receive a 0.20 to 0.49 FTE graduate teaching assistantship for the term and will work under the direct supervision of the faculty member, who will remain the instructor-of-record for the course. The instructor of record remains responsible for the quality and rigor of course content, resolving issues related to grades or academic dishonesty, and supervision of the GA. Often, the graduate students serving as the GA for a given faculty member is the graduate advisee of the faculty member, but this may not always be the case. Assignment of GA's is the responsibility of the Department Head.

Guidelines for Cross-Listed Courses

Cross-listed courses can provide some distinct advantages to students, however, for online courses they may present some challenges for faculty compensation and equitable distribution of Ecampus revenue. For cross-listed courses students may choose to sign up for the course using the course designator that best advantages them in their individual program. However, Ecampus typically distributes course revenue based on the course designator. Therefore, it is essential that a revenue sharing agreement exist between the departments that share cross-listed courses. In cases where College of Forestry courses are cross-listed with courses in other departments, the College of Forestry will seek a written

revenue sharing agreement, which will allow for full payment of instructor salary plus OPE, from the gross course receipts, followed by a sharing of the residual funds. Other revenue sharing agreements may be adopted for special cases.

College of Forestry Administration of Online Courses and Programs

Policies and procedures related to online delivery of courses and programs will be consistent across all of the departments in the College. Standardized compensation rates will be used, and policies and procedures will be monitored by the Business Center and the Office of the Associate Dean for Outreach and Engagement. While the College desires fair and equitable compensation for all employees, it does recognize that there are differences between Ecampus and on-campus course development, instruction and working conditions. Therefore, the compensation rates and effort outlined in this memo only apply to Ecampus activities. Ecampus revenue will be returned to the College of Forestry, Oceanic, and Atmospheric Sciences Business Center, and from there will be apportioned to the respective departments based on their earnings. The Office of the Dean will retain 15% of the gross course proceeds for reinvestment in continuing education, distance learning, and other outreach-related activities of the College.

Approval:

Thomps mcs

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Thomas Maness, Cheryl Ramberg-Ford and Allyn C. Ford Dean	Date