

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:



Signature

Justin Mayo

Printed Name

8-20-19

Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

College Dean (if applicable)

Signature

Date

Signature

Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:



Signature

Nov 1, 2019

Date

Provost


kevindemmitt@clayton.edu kevindemmitt@clayton.edu (Nov 1, 2019)

Signature

Nov 1, 2019

Date

President



Signature

Nov 1, 2019

Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Distance Learning Fee	<p><i>Review Comments:</i> The committee felt that the fee was managed well and spent appropriately. The committee felt that the revenue estimates should be double checked for next fiscal year since they estimate was significantly below what was collected.</p> <p><i>Application Comments:</i> The committee approved the fee application, but also feels that it will be important that you have a fairly accurate revenue estimate before sending an application to the USG for approval. No appeal required. Fee approved for FY21.</p>	FY19: \$25/course capped \$75 per student FY 20: \$15/course capped at \$75 per student FY 21: \$15/course capped at \$75 per student	Yes

Special Course and Academic Program Fee

Application Form

Date of Application: 9/30/2019

College/Department: Center for Excellence in Learning & Teaching/Office of Distance Learning

Fee Name: Distance Learning Fee

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: _____ Fee amount per student: _____ Annual Revenue: _____

Do all students in each of these courses have to pay the course fee? _____ (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? Distance Learning

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: 4,700 Fee amount per student: \$15 distance course/capped at \$75

How often will a given student have to pay the fee?

Only once (when the student is accepted into the program)

Each semester the student is enrolled in the program
Is summer term included? _____

Once per year
Which semester? _____

Annual Revenue: \$350,000

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

Attach the following to this form:

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

Academic Program Fee
Additional Justification – Students Not Required To Pay Fee

Students that are enrolled in an eTuition rate program do NOT pay the Distance Learning Fee, at all. The students must have a declared major that is listed as an eTuition rate program to receive this benefit.

The only students that pay the Distance Learning Fee are those that are enrolled in seated programs and choose to take online courses.

Distance Learning Fee Application – FY20 Narrative Justification

The fee revenue will be spent on personnel, software, equipment and training to improve the quality of our online courses, to maintain the systems used to deliver those courses, and to purchase tools and resources that fulfill federal government and SACSCOC requirements for online delivery. Due to a reduction in the distance learning fee over the last fiscal year, the below are items which will continue to be funded from the fee:

- **Positions**
 - Desire2Learn Administrator (salary/benefits).
 - Instructional Designer (salary/benefits).
 - Technical Support Specialist (salary/benefits).
 - This position is the Secondary Desire2Learn Administrator
 - Videographer (small salary stipend).
- **Software**
 - Artificial Intelligence Software (to pilot use of AI in various teaching/learning applications)
 - Adobe Suite (for faculty to use in course materials development)
 - Camtasia Studio Licenses (lecture capture software)
 - Kanopy (online video streaming service)
 - ReadSpeaker (accessibility tool)
 - Respondus Lockdown Browser and Monitor (online proctoring software)
 - Swank Digital Campus (online video streaming service)
 - Kaltura Video (lecture capture/streaming media software)
 - Turnitin (plagiarism detection software)
 - Various software packages for the library which increase access to electronic content and research materials for students regardless of their physical location.
- **Services**
 - Cielo24 (professional captioning/transcription service to assist with ADA compliance).
 - Online eTutoring services
 - Quality Matters institutional membership
 - Various pieces of equipment for lecture recording (done by the campus videographer) for use in online courses
- **Training**
 - Quality Matters training
 - Several faculty have been sponsored to go through Quality Matters training as part of a strategic initiative to increase the quality of our online course design.
- **Travel**
 - Travel costs for online course professional development for faculty and staff.
 - Quality Matters training to improve the overall quality of online courses at the university.

The Center for Excellence in Learning & Teaching, CELT, budget is simply not enough to absorb the costs needed to offer quality online courses and adhere to federal/accreditation guidelines.

Students benefit from this fee by having more engaging content in their online courses and benefit from being taught by faculty that have been trained in best ways to engage and teach students in an online environment. As mentioned above we are required to provide support services to students who are enrolled in distance education programs and do not have an on-campus presence. Online video streaming services are available for faculty to use to demonstrate a point or highlight a concept but those videos are also available to students independent of their online course and are available for leisure viewing. With the transition from TechSmith Relay to Kaltura, there are a number of new benefits to our streaming media service such as: student commenting/discussions around lecture videos, in-video quizzing, closer integration with D2L. These new items offered by Kaltura help promote active learning techniques and strategies in online courses, which will ultimately benefit the students. Numerous e-books and online journal subscriptions are purchased for the library to allow students access to various electronic content and research materials to help them succeed in their courses even if they do not physically visit the library on campus. These services are crucial to having an engaging, interactive, and substantial online learning experience for our students.

The fee also supports the following staff positions, which all provide critical services to faculty across campus:

- **Desire2Learn Administrator:** Ensures updates to D2L are implemented properly, courses are imported into D2L each term, ensures student/faculty accounts are created properly, manages the integrations between online textbook content and the D2L environment, and provides technical support to faculty and students who are taking courses in D2L.
- **Instructional Designer:** Works with faculty to develop and implement effective online teaching techniques as well as works one-on-one with them to develop online courses. This position also teaches the Academy for Online Course Development where faculty get immersive training and modeling of designing and effectively teaching an online course. This position also teaches various workshops in group settings to faculty throughout the year.
- **Tech Support Specialist:** This position manages the various technical systems used by online faculty. This position is primary administrator of streaming media servers, software servers, and assists with faculty webpage maintenance. LendingTech, our equipment checkout system, is also maintained by this position to assist faculty in borrowing equipment to use to develop/engage students in their online courses.
- **Campus Videographer:** Only a small salary stipend is paid from the Distance Learning Fee to support this position. Due to the amount of time this position works with faculty to develop online course content the salary is supplemented from this fee.

If the request is denied the level of quality available in our online courses will dramatically decrease. Nearly all of the software/services purchased to engage students in their online learning will be phased out as the funds available to support them will disappear. Consultation support to assist faculty with technical difficulties and online course design and development would be greatly reduced. Any innovation in online learning that is currently taking place would stagnate as funds would not exist to allow us to experiment in online learning and provide research to the field. Furthermore, the number of online course offerings would be reduced and therefore, the number of adult learners in the process of completing their degrees would be severely impacted.

Additionally, enrollment would decline as students that cannot come to campus for their courses would be unable to continue online due to the substantial drop in services which help support the current environment. Thus, a strategic goal for both Clayton State University and the University System of Georgia would not be met.










Distance Learning Application

Final Audit Report

2019-11-01

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