Frequently Asked Questions about Distance Education at IUP

Q: What is the current definition of distance education at IUP?
According to Article 41.B.1.a. of the current Collective Bargaining Agreement (C.B.A.), "Distance Education is an educational process in which the instruction occurs with the instructor and student in different locations. Distance Education makes use of one or more technologies to deliver **eighty percent (80%) or more** of the instruction for the course to students who are separated from the instructor and to support interaction between the students and the instructor synchronously and/or asynchronously." In-person and/or proctored exams and field experiences (clinical practicum, student teaching, internships) are excluded when determining the percent of the course delivered via distance education.

Q: What are the distance education modalities (methods of delivery) that can be used?
According to this excerpt from Article 41.B.1.a. of the current C.B.A., there are three accepted distance education modalities:

- Online web-based is the delivery of remote instruction either synchronously or asynchronously.
- ITV – Interactive Television (compressed video) is the delivery of instruction by two-way synchronous audio and video among two or more geographically-separated locations.
- Multi-Modal is the delivery of instruction using face-to-face classroom instruction in addition to synchronous and/or asynchronous online technologies. The student may participate in the class using any of the modalities through the semester. Therefore, class-size will be limited to that which may be accommodated in a classroom holding all enrolled students if they attended face-to-face.

Q: What is the limit on the amount of online instruction allowed to be used in a course <u>without</u> applying for special Distance Education approval through the IUP curriculum process (I-Wiki)?
Courses may use up to 79% online instruction without any need for approval through the University Senate. PASSHE's Student Information Management System (SIMS) classifies Face-to-Face courses as those which utilize 0-29% online instruction and Blended courses as those which utilize 30-79% online instruction. No matter which of the three distance education modalities you use, you need to submit a DE-Add curriculum proposal in order to include 80% to100% online delivery of instruction in a course.

Percentage of course instruction which is delivered online

	0%	30%	80%	100%
PASSHE course SIMS classification	Face-to-Face	Blended		Distance Education (DE)
IUP curriculum requirement	Does <u>not</u> require Distance Education (DE) course proposal/approval			Distance Education (DE) course proposal/approval <u>required</u>

Q: If some students in class participate face-to-face in one classroom with the instructor present while others participate via Zoom in a nearby classroom, is that considered to be a distance education class?
No. According to Article 41.B.1.c. of the C.B.A., "distance education shall not include instruction at multiple locations on the same campus."

Q: Is IUP using the Multi-Modal Distance Education modality from the C.B.A. for all classes in Fall?
No. The hybrid high-flexibility (HyFlex) model that is being explored for use during the Covid-19 pandemic shares some aspects with the Multi-Modal delivery method described in the C.B.A., but it may also have additional aspects and/or use different implementation methods required by the President, Provost and Deans in order to meet social distancing guidelines and specific curriculum requirements (IE, for accreditation). These additional aspects and different implementation methods have not yet been finalized by the UPC and Cabinet.

Q. Does my department need to apply for formal Senate approval of Distance Education modality (the DE-Add option in I-Wiki) to teach hybrid high-flexibility courses as prescribed by the President in Fall 2020?
No. If the President determines that some or all courses at IUP must use a hybrid high-flexibility model of teaching to promote social distancing and contact tracing during the Covid-19 pandemic, no formal curriculum permission will be needed.

Q: Does my department need to apply for formal Senate approval of Distance Education modality (the DE-Add option in I-Wiki) to teach a course 80 to 100% online in Fall 2020?
Yes. To meet the projected student demand for more Distance Education courses in the fall, the University-Wide Graduate Committee and University-Wide Undergraduate Curriculum Committee have established a sub-committee to conduct expedited summer reviews of Distance Education approval requests. This review is for existing courses only.

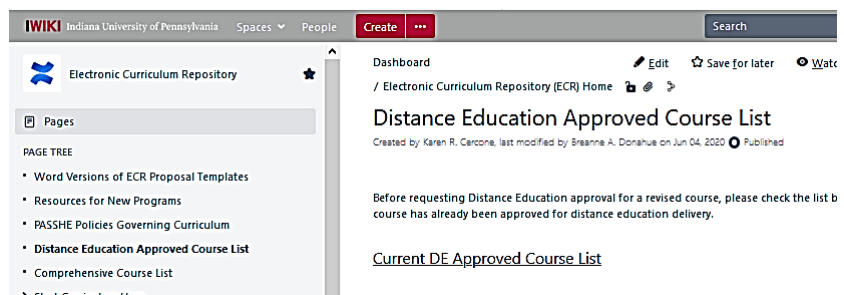**Q: Are there any special instructions for the expedited summer Distance Education review process?**
Yes. Course proposals must update only the sections about distance education. The course outline and course learning outcomes cannot be changed from the last time the course was approved by a curriculum committee. Please provide a copy of the most recent approved course proposal so that the summer review committee can verify that no other changes are being made. *Note – if a recent course approval cannot be found in I-Wiki or department files, then the DE-Add proposal will be held for review by the full curriculum committee in the fall.*

Q: For distance education modality of a course to be approved and implemented for Fall 2020, what is the deadline for the Dean to approve a course DE-Add proposal in the I-Wiki?
Proposals must be approved by the Dean before July 31, 2020 to qualify for the expedited summer review.

Q: How can I check to see if a particular course has already been approved for Distance Education?
Log into the Electronic Curriculum Repository on the I-Wiki and click on Distance Education Approved Course List in the left-hand Page Tree menu. With the exception of Special Topics courses (281, 481, 681 etc), distance education approval only needs to be requested once for any class.

Q. Should my program go ahead and request DE approval for all of its classes, just in case we need it?
IUP currently requires an approved Variability of Delivery (VoD) curriculum proposal in I-Wiki in order to have more than 30% of a program's courses available for online delivery. Although this threshold was created specifically for our graduate programs, undergraduate programs use it as well. If you intend to offer over 30% of your courses online as part of your program's strategic plan, then it would be appropriate to create a VoD proposal, which would be reviewed by the relevant curriculum committee during this coming fall term.