

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 303.7 – Online Learning

Effective: Adopted: November 4, 1988; Revised: September 22, 2011; Revised January 5, 2021

I. Board Policy

A. Composition: The eLearning advisory committee (EAC) is composed of Montana University System (MUS) eLearning leaders who collaborate to benefit learners and to align campus eLearning efforts. The EAC is composed of one primary representative from each stand-alone campus in the MUS and from each of the community colleges. EAC campus representatives are appointed by the respective campus chief academic officer.

B. Charge: The purpose of the EAC will be to advise the academic, research, and student affairs (ARSA) committee of the board through the eLearning director on matters related to present and future delivery of eLearning education and ~~other matters related~~ to the use and types of educational technologies associated with quality online education.

C. Definitions

1. The board adopts the definition of *Distance Education* set out by the U.S. Department of Education in 34 CFR 600.2
2. Program Modality Definitions (~~see also BOR Policy 940.20~~)
 - a. *Online Program*: Any academic degree or certificate program in which all of the required coursework can be completed through online delivery, ~~with exceptions for concentrated, short-term residency requirements.~~
 - b. *Blended Limited-residency Program*: Any academic degree or certificate program in which 80% or more of the required coursework (but not all) can be completed through online delivery. Coursework not provided through online delivery must only require concentrated, short-term on-campus experiences and/or internship, clinical, or practicum experiences that may be completed near a student's location.
3. Course Modality Definitions
 - a. Face-to-Face delivery is a course section designed for fully in-person attendance, with only limited (less than 20%) online asynchronous course sessions.
 - b. *Internet or Online delivery implies means* that 100% of the course section is offered completely online and delivered asynchronously, with no face-to-face interaction required between instructors and students.
 - c. ~~Video Conferencing-Synchronous Remote delivery~~ is characterized by a course section offered through scheduled (synchronous) interactive video, including desktop conferencing. A course delivered through synchronous remote delivery may have a face-to-face classroom location where students may choose to attend.
 - d. *Blended delivery* is designed specifically to be delivered partially online in an asynchronous format and partially through face-to-face (F2F) interaction, typically in the classroom. Both online and F2F interactions are required for the course, with 20-80% of the course delivered online. This delivery is characterized by the expectation of reduced F2F class meeting time when compared to the equivalent credit classroom course.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 303.7 – Online Learning

Effective: Adopted: November 4, 1988; Revised: September 22, 2011; Revised January 5, 2021

e. Limited On-site delivery is characterized by a course section wherein 80% or more (but not all) of the course section is delivered online in an asynchronous format. Course requirements not provided through online delivery must only require concentrated, short-term in-person experiences and/or internship, clinical, or practicum experiences that may be completed near a student's location.

f. Hybrid-Flexible or 'Hyflex' delivery is any class section where students may choose to attend either in an assigned face-to-face F2F classroom environment or in an asynchronous online environment, ~~synchronously or asynchronously~~ (remote synchronous may also be available, but is not required).

g. Other Distance delivery includes courses other than internet/online and interactive video, and may include correspondence courses, tape/DVD delivery, etc.

II. Reporting Procedures

A. By September 15th of each year, the EAC, with assistance from the office of the commissioner, shall file with the ARSA committee of the board, an annual report of distance learning activity over the preceding fiscal year.

B. The EAC allows ~~serves as a formal conduit for~~ campuses and OCHE to share technology interests, adaptations, uses, and experiences ~~for the purposes of judging and evaluating~~ to evaluate compatibility and possible multi-campus purchasing/licensing efficiencies ~~that can be discussed and attained where feasible,~~ as well as to offer periodic recommendations to the ARSA committee of the board, as needed. Campuses considering the acquisition of large-scale interactive delivery systems and/or learning management systems to support technology-mediated learning or online course development and delivery should strive to select systems that are compatible with existing technology, and should provide timely notice of interest, product experience/evaluations, and potential acquisition to the office of the commissioner of higher education for review and discussion with the EAC ~~prior to~~ before purchase and implementation. ~~Prior to~~ Before purchasing ~~es of other~~ related distance learning technology, campuses are encouraged to share their desire for such technologies with the EAC.

III. Standards and Conditions

A. Faculty training and development of courses or programs will follow the core principles of quality online course design as developed, adopted, and defined by the EAC.

B. Campuses will comply with U.S. Department of Education and the National Council for State Authorization Reciprocity Agreements (NC-SARA) requirements regarding notifications and consumer protection disclosures for distance education students.

C. Course-related content

1. Copyright and intellectual property protection (see also BOR Policy 401.3)

a. Campuses offering distance education courses must ~~shall~~ ensure compliance with all applicable copyright laws governing the use and transmission of films, videotapes, recordings, performances and other protected works, as well as the reproduction of printed

History: Item 60-004-R0788, Telecommunication Instruction Policy, November 4, 1988; as revised March 25, 1999. Item 152-132-R0911, revised September 22, 2011. Item 192-101-R0121, revised January 5, 2021.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 303.7 – Online Learning

Effective: Adopted: November 4, 1988; Revised: September 22, 2011; Revised January 5, 2021

materials ~~prior to~~ before the offering or transmission of the course.

- b. Campuses offering distance education courses ~~shall~~ must ensure compliance with all laws, as well as MUS or institutional policies relating to the protection of intellectual property before ~~prior to~~ the offering or transmission of the course.