

Guidelines for Developing Special Contracts For the Delivery of Distance Education Credit Programs

PURPOSE

To create a joint partnership between an academic college or colleges and another organization, institution, business, or agency for the development and delivery of a specialized credit program that services the members/employees of that group. The following three bullets should apply:

- Identifiable population to be served.
- Customization of curriculum, delivery mode, location of delivery, and/or unique schedule expectations not normally included in regular course or program delivery by the University.
- Special financial arrangements required or negotiated, i.e. fixed pricing over a contracted time period; specified payments for course development, travel, etc.; or consolidated billing to the organization/institution.

ROLES/RESPONSIBILITIES

Department/Academic College

Academic Review of Special Contracts Involving Graduate Courses or Programs:

Departments or colleges seeking to create special contracts involving UNL graduate courses; certificates or degree programs are asked to address three sets of academic issues in writing. Responses need not be lengthy, but should provide a complete analysis. This document will be reviewed and approved by the relevant department chair(s), academic dean(s), the Office of Graduate Studies, and the Office of the SVCAA prior to the development of a contract.

1. Academic Program Issues

- What is the purpose of the special contract?
- How will faculty time and resources for existing academic programs be influenced by the delivery of the special contract?
- What courses will be delivered under the special contract?
- Does the special contract result in the awarding of a certificate or degree?

Note: All new courses or significant modifications to existing courses must be approved by department and college level curriculum committees, and the UNL Graduate Council. Course numbers and course titles must remain the intellectual property of the University of Nebraska. Typically, the ownership of course content must be governed by the same policies as the content of other University of Nebraska courses.

2. Student Issues

- How will students be selected to participate in the special contract courses/program?
- What special student policies concerning academic progress, student expectations, etc., apply to students under the special contract?

Note: All students who take graduate courses must apply to and be admitted by the UNL Graduate College.

3. Faculty Issues

- Who will teach graduate courses under the special contract?

Note: Any person who teaches a graduate level course must either hold University of Nebraska Graduate Faculty status or must have been approved as a Graduate Lecturer. Contracts must give UNL full and unfettered power to select and appoint instructors in graduate courses.

Develop a business plan for the proposed program:

The business plan should include the following: (Please limit plan to no more than 10 pages)

1. Executive Summary
2. Description of the proposed/existing distance education program
 - a. Program overview and evidence of program need
 - b. Enrollment data for past two years of applicable
 - c. Courses developed and proposed new courses
 - d. Method of course delivery
 - e. Faculty and staff support
 - f. Student advising and support services
 - g. Program coordination and management
3. Program vision statement and strategic goals for implementation
4. Description of target market and marketing strategies
5. Competitive analysis and pricing information on similar programs at other institutions
6. Projected 3 to 5 year program growth
7. Projected 3 to 5 year program revenues and expenses
8. Recommended tuition rate and distribution of funds

Other items:

- Include a statement on provisions for terminating the contract.
- Ensure that faculties involved in supporting the contractual agreement are supportive.

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- Provide leadership in addressing policy and other issues as necessary to assist the academic units in the development of appropriate contracts.
- Assure that proposals meet the guidelines to be considered contracts.
- Coordinate and/or provide necessary student services.
- Partner with academic unit to provide curriculum design assistance and coordination of production as determined necessary.
- Develop an agreement with the Extended Education Business Center to provide administrative and financial services: course set-ups in SIS, customer billing and collections, revenue distribution, and financial reporting.

BUDGET

- Tuition/cost per student should cover the cost of providing the special contract program and should never be lower than the on-campus resident tuition.
- Tuition/cost per student and fees from special contracts are returned to the academic college and other units providing the program and support services as agreed to in the contract.
- Pricing should consider not only the academic unit(s) expenses, but also the direct expenses incurred:
 - Graduate Studies (such as the \$45 application fee)
 - Other units providing student and/or program support, i.e. library, distance education services, etc.
 - Technology fee \$6 per credit hour
 - Library fee \$2 per credit hour
 - Registration fee \$20 per semester
 - Distance education delivery and service fee \$60 per course for all distance education (resident and non-resident) students

- The Business Center that supports Extended Education & Outreach provides administrative and financial services: course set-ups in SIS, customer billing and collections, revenue distribution, and financial reporting. Cost for this service is \$50 for each course registration.

OTHER CONSIDERATIONS

- All proposed contracts should be reviewed and agreed to by unit administrators associated with the proposed program before signing of the contract.
- Contract should be signed by:
 - College Academic Dean
 - Dean of Graduate Studies (where appropriate)
 - Director of International Affairs (where appropriate)
 - Authorized representative of partnering organization
 - Associate Vice Chancellor for Extended Education & Outreach
 - Vice Chancellor of Business and Finance
 - Senior Vice Chancellor of Academic Affairs

Office of Extended Education & Outreach
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