

**Southwestern Policy on the ACS Remote Teaching Initiative
(Approved by the Curriculum Committee on Dec. 7, 2018)**

As of January 2019, Southwestern will begin participating in a remote teaching program organized by the Associated Colleges of the South (ACS). The Remote Teaching Initiative, initially approved through June 30, 2020, is the only distance/correspondence education program currently available at Southwestern University. (This does not result in more than 50% of any Southwestern University program being offered through distance learning and therefore does not require that a prospectus for approval be submitted to SACSCOC.) The structure of the program¹ and the procedures to ensure compliance with SACSCOC standards are described below. Here, the following definitions are being applied:

SACSCOC Definition of Distance Education: *Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.*

SACSCOC Definition of Correspondence Education: *Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.*

Section 10 of the 2018 Edition of the SACSCOC *Principles of Accreditation: Foundation for Quality Enhancement* (p. 24) states the following:

Standard 10.6 *An institution that offers distance or correspondence education*

(a) ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit.

(b) has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

(c) ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.

According to the SACSCOC Policy Statement on Distance and Correspondence Education² <http://www.sacscoc.org/pdf/DistanceCorrespondenceEducation.pdf>, part (a) above can be accomplished by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (1) a secure login and pass code, (2) proctored examinations, and (3) new or other technologies and practices that are effective in verifying student identification.

REMARK: Any future proposal for a distance/correspondence education program or course (as defined by SACSCOC) would require, at the very least, the approval of the appropriate department/program chair, the Curriculum Committee, and the Dean of the Faculty. Any such proposal must address the requirements in the SACSCOC Standard 10.6 above.

¹ SACSCOC was informed of this change in a letter dated 2/27/18.

² The same SACSCOC policy statement also includes the following: (d) “An institution that offers distance or correspondence education must ensure that it reports accurate headcount enrollment on its annual Institutional Profile submitted to the Commission;” and (e) “Institutions must ensure that their distance and correspondence education courses and programs comply with the Principles of Accreditation. This applies to all educational programs and services, wherever located or however delivered.”

Overview of the Structure of the ACS Remote Teaching Initiative. The ACS MOU states the following description of the course exchange process (the complete MOU is included in the last section of this policy statement):

For each Academic Year governed by this MOU, participating Institutions will, by the preceding March 1, agree in writing to the specific courses to be shared among them. For each course shared hereby, one or more Institution(s) will be the "Sending Campus," transmitting instruction in the course via the designated Technology to one or more of the other Institutions, designated the "Receiving Campus." The Sending Campus is responsible for providing appropriate training in instructional technology and assuring qualifications of the instructors to use such technology successfully.

Guidelines for Courses, Sending/Receiving model per ACS MOU.

The following guidelines correspond to SACSCOC Standard 10.6 (Please note that all class sessions are conducted through web conferencing software and are archived for later review and verification):

SACS Guideline	Southwestern as Sending Campus	Southwestern as Receiving Campus
<p>6 (a) ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit.</p>	<p>Southwestern will verify the identity of student(s) participating on its own campus using established procedures already in place. Verification of student(s) at Receiving institutions will be established within the first two weeks of class by the Facilitator at each Receiving institution matching of student(s) with identification card(s). In addition, the Sending institution instructor will regularly verify attendance visually (all classes are mediated through web conferencing software) and the Receiving institution via regular monitoring throughout the course.</p>	<p>Within the first two weeks of class, the Facilitator at Southwestern University will verify the identity of each student by matching student(s) with identification card(s), and also via regular monitoring throughout the course.</p>
<p>6 (b) has a written procedure for protecting the privacy of students enrolled in distance or correspondence education courses or programs.</p>	<p>All course materials, synchronous classes (web conferencing), professor-student and student-student interaction, and assessments are within password-protected spaces. (See section on Moodle 3.5 below)</p>	<p>All course materials, synchronous classes (web conferencing), professor-student and student-student interaction, and assessments are within password-protected spaces.</p>
<p>6 (c) ensures that students are notified, in writing at the time of registration or enrollment, of any projected additional student charges associated with verification of student identity.</p>	<p>There are no charges in connection with verification.</p>	<p>There are no charges in connection with verification.</p>

- **Approval Process when SU is a Receiving Campus:** Southwestern University students may not register for a class from another Sending institution unless a Southwestern University faculty member has been officially identified as the Facilitator for the class. Normally, the faculty member must be in the same discipline as that of the course and, in all cases, the SU department chair in the discipline under which the course is listed and the Dean of the Faculty must provide pre-approval for both the course credit and the Facilitator. In order to verify the integrity of a course received at Southwestern University and of student assessment, the Facilitator will be granted access to all course materials, and in the case of Southwestern University students access as necessary to all assessed work by Southwestern students and the bases for the assessments.
- **Approval Process when SU is a Sending Campus:** Each Southwestern University faculty member seeking to offer a course as part of the ACS Remote Teaching Initiative must obtain prior approval from the Dean of the Faculty. In all cases when SU is a sending campus, a facilitator at each receiving campus will be required.

Moodle 3.5 at Southwestern University

Account and Roles

Moodle has several authentication plugins available to provide a variety of ways to provide secure sign-in and access. Southwestern University uses CAS [Central Authentication System] to provide authentication to a variety of services accessed by students, faculty and staff. Moodle uses Southwestern's CAS system to allow students, faculty and staff to sign in and authenticate to Moodle.

From the Moodle documentation on CAS Server (SSO) Authentication System:

CAS essentially works by configuring a Moodle site to not do authentication itself, but to instead forward unauthenticated users to a CAS server which will then return an authentication token to the Moodle site. Moodle can extract the username from the token and then use its internal authorization mechanisms (roles, enrollments, capabilities) and user attributes (name, picture, etc.). The advantage is that the Moodle site never has to handle passwords and that users, once they've authenticated the first time, can move seamlessly to another web application without having to present their credentials again.

[https://docs.moodle.org/35/en/CAS_server_\(SSO\)_authentication](https://docs.moodle.org/35/en/CAS_server_(SSO)_authentication)

Moodle uses roles to define the sites and content a user can access. Southwestern's Moodle primarily uses two roles - Teacher and Student. The instructor of each course is assigned to the Teacher role of their class Moodle sites. Only the students enrolled in a class are added to the Student role of the corresponding Moodle class site.

The Teacher role as defined in the Moodle documentation:

Teachers can do almost anything within a course, including adding or changing the activities and grading students. By default, [a person in the Teacher role] can also assign a Non-editing teacher role and a Student role to other users.

https://docs.moodle.org/35/en/Teacher_role

ACS MEMORANDUM OF UNDERSTANDING (02.02.2018)

This Memorandum of Understanding ("MOU") is by and among certain institutional members of the Associated Colleges of the South ("ACS"). It describes the agreement among participating ACS members ("Institutions") to engage in a consortial arrangement in which courses are transmitted and received via classroom-based videoconference and other distance learning technology (the "Technology"). This sharing of courses among Institutions will be supported by grants, awarded to and administered by ACS. The MOU will be reviewed periodically by the Chief Academic Officers of the Institutions both during the terms of the agreement and at the end of its second year for a possible renewal. Since instruction in courses covered under this MOU is not feasible at all Institutions, it is believed that shared instruction would allow students at all Institutions the opportunity to enroll in courses that they might not otherwise have the opportunity to take.

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1. **Term and Renewal.** This MOU is effective as of July 1, 2018 for the 2018-19 academic year and will be automatically renewed for an additional one-year period beginning on July 1, 2019 and ending on June 30, 2020, provided that none of the signatories has withdrawn its agreement in writing before thirty (30) days of the applicable date of renewal. Each one-year period during which this MOU is in effect will be referred to herein as an "Academic Year."

2. **Course Exchange.** For each Academic Year governed by this MOU, participating Institutions will, by the preceding March 1, agree in writing to the specific courses to be shared among them. For each course shared hereby, one or more Institution(s) will be the "Sending Campus," transmitting instruction in the course via the designated Technology to one or more of the other Institutions, designated the "Receiving Campus." The Sending Campus is responsible for providing appropriate training in instructional technology and assuring qualifications of the instructors to use such technology successfully.

3. **Course Listings, Hours, and Credit.** All courses shared among any participating Institutions will be listed for enrollment at each Institution according to its own course numbering scheme. The Sending Campus's calendar (both daily and hourly) will dictate the timing of instruction in any course governed by this MOU. As such, courses will follow the Sending Campus's calendar with respect to start, end, examination, and vacation dates. Class attendance policy will be set by the Sending Campus's instructor and made known to prospective students before the commencement of classes. Any participating Institution will determine, exclusively by its own rules and procedures, the course credit that will be awarded to its own students for satisfactory completion of a course. It is understood that each Institution's applicable course-of-study committee may approve in advance the award of course credit by such Institution for courses taught by either itself or another Institution. The Sending Campus's instructor(s) will receive credit for all applicable purposes from the Sending Campus for the enrollment of students from both the Sending and Receiving Campuses.

4. **Enrollment.** Maximum enrollment in any course shared under the terms of this MOU will be established by the Sending Campus, inclusive of students on the Sending and Receiving

Campuses. Where there is one Receiving Campus, students from the Sending Campus will have first enrollment priority. Where student demand at any Institution (Sending or Receiving) exceeds the number of available slots, such Institution will determine exclusively by its own rules and procedures which students may enroll in the course. Each Institution will make its best efforts to work with its respective Registrar to create an applicable enrollment category for students from a Receiving Campus.

5. **Facilitators and Technology Specialists.** If the Sending Institution determines it necessary, whenever a course is shared under the terms of this MOU, each Receiving Campus will attempt to hire or engage a facilitator ("Facilitator") in accordance with the Receiving Campus's hiring and employment policies. The Facilitator will not be an instructor and will not assign a grade, but rather will facilitate the role of the lead instructor of the class and will act as the liaison at such Receiving Campus. The Facilitator will be available, in as much as this is possible, based on the needs and directions of the Sending Campus's primary instructor. Each Sending and Receiving Campus will also designate a Technology specialist who will support in administering the Technology.

6. **Grades and Course Evaluations.** At the end of the Sending Campus's academic term and applicable examination period, the Sending Campus will provide to each Receiving Campus the grades of any of the Receiving Campus's registered students. The instructor at the Sending Campus will submit grades that conform to the applicable Receiving Campus's rules and procedures governing grade options, incompletes, dropped courses, and similar matters. Policies regarding timing of and approval to grant withdrawal grades, incomplete grades, and/or dropped courses are determined by the Sending Campus. Registered students at a Receiving Campus will be invited, with students at the Sending Campus, to submit evaluations of a course shared under the terms of this MOU, and such course's instructor(s). The Sending Campus's rules and procedures regarding course evaluations will govern this process.

7. **Academic Integrity.** Any allegation of an academic integrity violation made against a student in conjunction with his or her participation in a course shared under the terms of this MOU will be adjudicated by that student's home Institution according to that Institution's own rules and procedures. It is understood that an Institution that alleges an academic integrity violation by a student from a different Institution will notify such different Institution of the allegation.

8. **Payment.** The Sending Campus will be compensated at the rate of \$2500 per course developed and offered for participation by Receiving Campus(es). This compensation will be paid to the Sending Campus by ACS from the aforementioned grants and will be used for faculty/staff stipends and/or funds to support offering the course, at the discretion of the Sending Campus's chief academic officer. There will be no exchange of student tuition, financial aid, or other dollars among the Institutions, except grant dollars mandated by the payment terms described above. Grant funds may also be used to provide stipends for Facilitators at Receiving Campus(es) as necessary.

9. **Intention to Continue Instruction.** Certain curricular requirements exist at each of the Institutions. In order to permit students to fulfill such requirements at their respective home institutions, the Sending Campuses agree to make reasonable efforts to continue to offer

instruction in that course to the Receiving Campus(es) during the term of this MOU (including the automatic renewal term). Notwithstanding the above, the decision by any Institution to discontinue instruction in a given course for which it has acted as a Sending Campus, is solely within the discretion of that Campus and will not be deemed unreasonable for purposes of this MOU. Further, this Section 9 will not be interpreted to impose any obligation on an Institution to offer instruction in any course beyond the end-date of the MOU.

10. **Amendment.** No amendment or modification to this MOU will be effective unless agreed to in writing by the authorized representatives of the Institutions.

11. **Use of Name.** Each Institution agrees not to use the other Institutions' names in any manner, including in a press release, without the prior written consent of the institution whose name is proposed to be used.

12. **Notices.** Any notice required or permitted to be given under this MOU shall be sufficient if sent by certified mail (return receipt requested), postage prepaid.