

## Governing Policy for Region 17 Video Network

Governing policy for the Region 17 Video Network is the responsibility of a nine-member Management Committee consisting of superintendents elected by members of the Regional Network. Videoconferencing operations are managed by an Operations Committee consisting of the Region 17 Video Network Technical Manager and Site Coordinators from the school districts in Region 17.

The Region 17 Video Network is reserved for educational use only. Any public or private education group is eligible, including primary and secondary schools, junior colleges, and universities. Educational organizations, such as PTAs, school boards, and professional education-related groups may also use the Network. (Outside use will be considered in the future.)

### I. Scheduling of Distance Learning Network

- A. All requests for scheduling of programming must be conducted through a single point of contact. The single point of contact for the collaborative is the Video Network Coordinator. All requests must be submitted in writing (either by facsimile or hard copy *or* via the web) according to the following deadlines. No verbal requests will be honored.

Full semester courses delivered by a college or university:

- July 1 for the fall semester
- October 1 for the spring semester
- May 1 for the summer semester

Full semester courses may be scheduled one academic year in advance.

Full semester courses delivered by a school district:

- August 1 for the fall semester
- December 10 for the spring semester

Professional development delivered through the Education Service Center:

- August 15 for the fall semester (September through December)
- January 15 for the spring semester (January through May)
- May 15 for the summer months (June, July and August)

Professional development requests may be submitted earlier but will not be confirmed until after all full semester courses have been scheduled.

All other requests must be submitted 48 hours in advance. Provided resources are available, emergency requests (less than 48 hours) will be accommodated.

Standard forms will be available for scheduling 1.) college and university courses, 2.) local district courses, 3.) professional development, and 4.) other

requests. All information must be provided or the request will be returned unscheduled.

- B. The originating site of the transmission will verify availability of receiving sites prior to submitting the request for scheduling.
- C. A written confirmation of the scheduling of the requested programming will be sent to participating sites within 24 hours of receipt of the request (or immediately after the deadline dates set out above).
- D. Each district, college and university will designate a single point of contact for the scheduling of their distance education equipment. The collaborative will maintain a contact directory including information for all video sites. Any changes (name, telephone numbers, fax numbers, e-mail addresses) must be submitted as soon as possible to the collaborative.
- E. The master schedule for the delivery of programming of courses will be developed by the end of the week following deadlines set out above and will be posted on the ESC 17 web site. Weekly schedules will be posted on the ESC 17 web site on Monday of each week. District, college and university contacts are responsible for verifying the accurateness of the schedules and reporting discrepancies to the collaborative point of contact.

## II. Student and participant Issues

- A. The student and participants must sign a contract and waiver form to be eligible to participate in any type of course, workshop, meeting, or session on the Region 17 ITV Network. The waiver includes communication of knowledge of transmission issues and videotape use.
- B. The student must obtain permission and make arrangements for participating in any event from the convening entity and any requested remote site for an ITV delivered session well in advance.
- C. It is the responsibility of each student to meet entrance requirements of each credit granting entity to participate in an ITV session.
- D. Each student will follow local policy and/or discipline management plans of the district in which they are participating.
- E. The student will recognize that the local facilitator will have authority to grant entrance into a session on behalf of the convening entity and to assist the ITV teacher in discipline and management of each session including proper use of equipment. The facilitator will serve as the representative of the ITV teacher in the event of technical problems that do not allow the ITV session to be connected.

- F. The student should remain in camera view at all times. Inappropriate behavior including language and gestures will not be tolerated on the ITV Network.
- G. The student may not bring guests to the site without prior approval of the site facilitator.

### III. Local District Issues

- A. The collaborative grants local school districts the authority to collect fees for use of the system as long as the local district operates within federal and state guidelines. Any charges to be paid by students participating in college/university courses must be communicated by the college/university to students prior to enrollment in the course.
- B. The collaborative recommends that if districts decide to share courses between and/or among each other that a written contract should be developed. The contract will detail the shared services agreement including, but not limited to: holidays and/or professional development days when classes will be cancelled, delivery options when holiday and/or professional development day conflicts occur, grading procedures, transfer of funds (if any), textbook issues, reproduction costs, and postage costs.
- C. All districts shall designate a two individuals to be trained as site facilitators. (Additional facilitators may be trained at a later date.) Local districts are required, at a minimum, to have someone available to open rooms, turn on the system and verify equipment, distribute handouts, and to be in close proximity should troubleshooting be required.
- D. Local districts will ensure that all teachers have completed the prescribed professional development/training program prior to teaching on the system.
- E. Site facilitators will be available for the delivery of evening programming. The receiving site will pay the site facilitator's salary.
- F. Local districts are responsible for installing an analog telephone line and telephone in the distance education classroom.

### IV. College and University Issues:

- A. Colleges and universities will comply with deadlines for scheduling courses to be taught on the system.
- B. Colleges and universities will comply with Coordinating Board and accrediting board requirements regarding delivery of courses at a distance.

- C. Colleges and universities will furnish the collaborative single point of contact with admission requirements and registration procedures at least one semester in advance of scheduling.
- D. Colleges and universities will ensure that all faculty have completed the prescribed professional development/training program prior to teaching on the system.
- E. The written request for scheduling college and university courses will include verification that the faculty member has completed prescribed training; a copy of the scope and sequence for the certification or degree program to which the course is relevant; a copy of the course syllabus; departmental, college, and institutional approval for delivery of the course at a distance.
- F. College and university faculty will establish procedures for the transfer of materials to the local districts. Any reproduction of handouts will be charged to the college or university at the rate established by the local district.
- G. The college or university calendar will be followed for the delivery of courses. Any adjustments to the calendar or to scheduled class dates will be reported to the local district and to the collaborative single point of contact as soon as possible.
- H. All adult students taking classes with public school students must comply with local district dress codes and other local district policies. College and university faculty is responsible for obtaining this information and conveying the information to students during the first class session.
- I. If students are receiving dual credit for the delivery of a course or courses by the college or university, a grade report will be furnished to the high school principal at three-week intervals. A numerical grade must be furnished to the high school principal upon completion of the course or courses.