

Submission to the
CSU Center for Distributed Learning
2003/2004 TIGERS Grant Proposal

***CSU Policy Repository
and Narrative***

Proposal Category

Package

Proposal Team and Supervisors

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Supervisor: Sandra Sutphen, PhD, Director, Faculty Development Center

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Supervisor: Susan Higgins, Dean, College of Professional Studies

Shari Shelton, Courseware Design Specialist, San Diego State University
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Supervisor: Dr. Dave Sharpe, Director, Instructional Technology Services

Project Description

Changes in technology and new federal and state legislation require that college campuses create new policies or modify existing ones. Issues have become complicated by the use of the computers, the Internet, and related technologies in education. Campuses are duplicating efforts in researching and writing these policies. The CSU has a rich tradition of sharing information and working in cross-campus teams, but because policy creation and adaptation can be politically charged, and because policies are made and approved at the institutional level, institutions rarely collaborate on policy creation or revision of existing ones.

If there was a repository of existing policies, campuses could use these as models and edit them to address their specific needs. This project would create a repository of CSU policies on technology-related issues shared by all CSU campuses and include a narrative that would describe and discuss the issues surrounding these policies.

The policies to be addressed are:

- Intellectual Property
- Accessibility
- Distance Education
- Copyright

As stated above, the rise of the Internet and other computer networks and the concomitant growth of the use of instructional technology makes these four issues increasingly central to institutional governance, teaching practice, and research methods. Federal and state governments have responded to the new issues surrounding Intellectual Property and copyright with legislation and policies that are ever more complex and that may have far reaching effects on education. Distance Education over the Internet, while it has the potential to reach new and diverse populations, also complicates our relationship to copyright and intellectual property practices that have long been accepted within higher education. And as the world wide web plays a greater role than ever in education, allowing us to reach more students all the time, we must pay close attention to the needs of the disabled who access information online in ways that are different than the majority of computer users. In short, these four areas have seen rapid development, a great amount of new legislation and institutional policy change, and these shifts in practice and policy frequently leave individuals and institutions confused about “what the law says” or what the “rules” are.

Responsibilities

Each member of the team will be responsible for contacting six CSU campuses and collecting the available policies. They will also interview campus administrators on the process that was involved in the creation of the policy and any obstacles they encountered. Each participant would also be responsible for further research on one of the four policies. Using notes gathered by the other team members and their own research, participants would create a set of guidelines and concerns particular to their specific policy. This narrative would be included in the final product.

Deliverables

The final product will be a web-based repository of available policies (the four defined above) in the CSU system. Besides an introductory page with explanation, the site will consist of a listing of links to existing policies published to the web at each campus. This will eliminate the need to update the list when the policy is changed at each campus.

There will also be a narrative for each policy. This narrative will include any overriding issues that must be addressed within that policy, any concerns or problems that campuses had in writing or implementing the policy and any suggestions that come up in during the interview process. This narrative will serve as a guide for campuses that have yet to write their own policy or are planning an update.

Project Timeline

The project would begin in July 2003. Each participant would have four months to contact their six respective campuses and research the policies. This extended timeline reflects the fact that many people are not available during the summer, and that some of the participants are involved in large-scale summer projects. The team will have monthly conference calls to track progress and to discuss any issues that arise. In November, the team would meet to complete the project at a two-day meeting to be held at either CSU Dominguez Hills or CSU Fullerton. The completed site would be available to the CSU community by, November 30, 2003.

July – October 2003

- Contact other campuses
- Research policies
- Webpage design and development

November 2003

- Write policy narrative
- Team meeting
- Policies and narratives uploaded to website
- Project completion

Biography of Team Members

Joan Van Duzer, Humboldt State University, Technology Consultant

Joan works with faculty to design and construct online courses at Humboldt State University. As a member of the campus Information Technology Council she assists with policy development and implementation at the College and university level. She holds a B.S. in Computer Information Systems and a M.S. in Education with a concentration in Online Teaching & Learning.

Shari Shelton, San Diego State University, Courseware Design Specialist

Shari has a BA in Broadcasting and Master's degrees in Telecommunications and Educational Technology. She has over 12 years experience as a stand-up trainer and creator of multimedia training materials. She was hired by SDSU in April 2000 to run its Blackboard system. Her responsibilities include managing the Bb system, creating and delivering training and support to faculty and developing and maintaining online support for students and faculty. She also does frequent trainings and workshops for SDSU's Center for Teaching and Learning.

Marion Smith, California State University, Dominguez Hills, Policy & Web Consultant

Marion's title is Policy & Web Consultant, a reflection of her strong interests in the usability, universal accessibility, and legal compliance of the university's Web content. She is Information Technology's Web site manager and coordinates a campus-wide team of Web developers. Marion has a B.S. in mathematics from Stanford University and an M.A. in humanities from CSU Dominguez Hills. She also holds five continuing education units from Cornell University's Computer Policy & Law seminar.

Sean Pollack, California State University, Fullerton, Academic Technology Consultant

Sean works at Cal State Fullerton's Faculty Development Center where he gives workshops on instructional technology, effective teaching and learning strategies and copyright. He also administers two certificate programs for CSUF faculty and graduate students. Sean came to CSUF from the Great Lakes Colleges Association (<http://www.glca.org>) where he was the Program Officer for technology initiatives, and holds a PhD in English Language and Literature from the University of Michiga

Budget

Grant Funded

Research and Development

	Hours	Cost per hour	Total
Student worker	10	\$12	\$120
Conference calls	6 hours	\$6	\$36
Long Distance calls	19	\$6	\$114
Books and materials			\$100
			\$370

Travel

Trip One – CSU Fullerton – September or October 2003 - Two days

Participant	Airfare	Hotel	Rental Car	Per Diem
Joan Van Duzer	\$300	n/a	\$0	\$82
Marion Smith	n/a	n/a	n/a	\$44
Shari Shelton	n/a		n/a	\$62
Sean Pollack	n/a	n/a	n/a	\$44
Total	\$300	\$0	\$00	\$232
				\$532

Staff Time

Participant	Hours	Cost per hour	Total
Joan Van Duzer	15	\$31	\$465
Marion Smith	15	\$31	\$465
Shari Shelton	15	\$28	\$420
Sean Pollack	15	\$31	\$465
			\$1815
			\$2717

Matching Funds

Participant	Hours	Cost per hour	Total
Joan Van Duzer	15	\$31	\$465
Marion Smith	15	\$31	\$465
Shari Shelton	15	\$28	\$420
Sean Pollack	15	\$31	\$465
Total Matching Funds			\$1815