

POLICY ON INSTRUCTIONAL TELEVISION FIXED SERVICE

Instructional Television Fixed Service (ITFS) transmissions refer, but are not necessarily limited to, unscripted real-time broadcasts of credit and noncredit courses. This interactive extended classroom application of television provides for telephonic participation by students at receive sites in order that questions and comments may be interchanged with the instructor and teleclassroom students on campus.

Remote-site ITFS students provide unique challenges to the traditional classroom learning environment. Thus, every effort must be made to ensure a successful integration into the educational institution.

1. To the extent that it is possible, ITFS courses should be treated as regular offerings.
2. No faculty member will be required to offer courses transmitted via ITFS.
3. Appropriate incentives will be provided to encourage faculty involvement in the initiation of ITFS course offerings.
4. California State University, Fresno will attempt to maintain all classes offered on made to show our institutional commitment to these programs.
5. ITFS students will be informed of any prerequisites normally required for the course. The faculty member should, in the first class sessions, clearly emphasize the prior knowledge and understanding necessary for successful progress in the course. These courses will be assessed and graded in the same manner as on-campus, non-ITFS courses.
6. Library facilities are critical to a quality educational program. Ideally, arrangements should be made for student access of adequate library resources in the community. Library facilities should also be made available to students at the remote sites through an inter-Library loan service from the main campus.
7. Student support services (e.g., admissions, financial aid, and advising) typically afforded on-campus students must be provided to those distant, off-campus learners.
8. Officials at ITFS locations will re notified that electronic copying of the audio or visual portions of the transmission is not permitted without advance written permission from both the University and the instructor.
9. Video tape copies of the presentations will be made by the University in order to provide a copy if the transmission is faulty. These tape copies will be maintained for one week to permit the instructor to review the presentation. Unless a mutual; agreement to save the tape is reached between the University and the instructor (e.g., an instructor may wish to keep the copy for future course revision and improvements), all tapes will be magnetically erased no later than one week following the class session. With the exception of retransmission during the week when tapes are retained, access will be limited solely to the instructor of the class. In no event shall an ITFS tape be used in any personnel decision.

10. Normally, ITFS courses are offered for one-time delivery, broadcast on a real-time basis. Future instructional use of a class recording is subject to the mutual agreement of the University and the faculty member. Future reuse for credit or noncredit shall be considered and approved by the faculty of the department, school, or university, or by such representatives of these bodies as pass upon curricular matters generally. No reuse shall be made without the instructor's prior knowledge and consent, and any reuse shall include provision for appropriate compensation to the instructor-creator. A periodic review to determine whether the course or class recording should be revised or withdrawn from instructional reuse because of obsolescence may be initiated by the original teacher-creator or an appropriate faculty body. As a recorded program of instruction is an academic document, like any other scholarly work, it should bear the name of its author, the institutional affiliation, the date when it was recorded, and any appropriate acknowledgments.
11. The Academic Affairs Office has overall responsibility for the operation and management of the ITFS station. As currently configured, responsibility for the development and implementation of courseware and other programming resides with the Division of Extended Education. The Instructional Telecommunication Center is charged with providing technical support, including maintenance of the system and production assistance.

Approved by the Academic Senate September 1989
Approved by the President February 1982