

The Florida Distance Learning Consortium

March 1, 2011

1004.091 Florida Distance Learning Consortium.--

(1)(a) The Florida Distance Learning Consortium is established to facilitate collaboration among public postsecondary educational institutions in their use of distance learning to increase student access to associate and baccalaureate courses and degree programs, to support institutions in their use of technology, and to help build partnerships among institutions, businesses, and communities.

(b) The Board of Governors and the State Board of Education shall exercise joint oversight of the consortium and shall establish, in consultation with the consortium, the administrative and operational guidelines and processes of the consortium.

Florida Distance Learning Consortium – Organizational Structure and Governance

Pursuant to s. 1004.091, Florida Statutes, the Florida Distance Learning Consortium (FDLC) shall serve in an advisory capacity to the State Board of Education and the Board of Governors via the higher education chancellors, and shall be organized in the following manner:

- 1) Florida Distance Learning Consortium appointed by member institutions;
- 2) FDLC Executive Committee;
- 3) FDLC Executive Director and staff.

The **Florida Distance Learning Consortium (Consortium)** shall constitute the primary organizational body. The FDLC membership shall consist of one (1) representative from each public university and college appointed by its president or CEO or his/her designee and who is an active member of the Florida distance learning education community in either an academic, administrative, or technical capacity. Additionally, the FDLC Executive Director, together with a representative for the Chancellor of the State University System and a representative for the Chancellor of the Florida College System, shall serve as non-voting, *ex-officio* members.

The Consortium shall elect a Chair biennially from the membership, rotating between Florida College System and State University System representatives. The Consortium shall meet on a schedule determined by the FDLC Executive Committee. Agendas for the meetings shall be developed by the FDLC Executive Director and reviewed and approved by the Chair of the Consortium in consultation with the FDLC Executive Committee.

The Consortium may elect to membership other institutions in the Florida distance education community that meet the criteria for membership as approved by the institutional representatives and incorporated into the FDLC bylaws. Criteria for membership shall address commitment to the support of shared resources; agreement to support legislative budget requests of the FDLC as required to maintain and operate the Consortium; commitment to attend scheduled meetings of the Consortium and FDLC Executive Committee, if appropriate; and completion of any assignments in a timely manner as agreed to by the Consortium or FDLC Executive Committee. Similarly, the Consortium may elect to remove these other member organizations for lack of participation.

The primary function of the Florida Distance Learning Consortium is to serve in an advisory capacity to the State Board of Education and the Board of Governors, through the FDLC Executive Committee and chancellors of higher education regarding, but not limited to, the following:

- Recommending goals, strategies, and required resources to inform the development of both system-level and statewide strategic plans for distance learning and the use of e-learning;
- Compiling and reviewing data related to identified distance learning and e-learning goals;
- Identifying methods that will improve student access to and completion of undergraduate distance learning courses and degree programs;
- Identifying and evaluating new technologies and instructional methods that can be used for improving distance learning instruction, student learning, and the overall quality of undergraduate distance learning courses and degree programs;
- Identifying opportunities for shared services and resources across educational sectors, including K-12 when appropriate;
- Managing and promoting the Florida Higher Education Distance Learning Catalog, established pursuant to s. 1004.091, F.S.;
- Developing and operating a central instructional digital content repository;
- Promoting and increasing the use of open access textbooks as a method for reducing textbook costs;
- Developing and implementing a streamlined, automated, online registration process for undergraduate students who wish to enroll in courses listed in the Florida Higher Education Distance Learning Catalog; and
- Negotiating statewide licensing and preferred pricing agreements for distance learning resources.
- Maintaining relationships and operational agreements with the Southern Regional Educational Board (SREB), the SREB Electronic Campus, and other regional compacts to enable Florida institutions to participate in and be informed about significant initiatives related to distance learning and the use of educational technologies.

- Monitoring federal regulatory, regional accrediting agency, and state policies and guidelines, and ensuring members are knowledgeable of federal, regional, and state requirements relating to distance education.

The FDLC Executive Committee shall consist of six (6) members as follows:

- Co-Chair – Chancellor of the State University System designee
- Co-Chair – Chancellor of the Florida College System designee
- State University System Senior Member (Vice President/Provost) appointed by the Council of Academic Vice Presidents (CAVP)
- Florida College System Senior Member (Vice President/Provost) appointed by the Council of Instructional Affairs (CIA)
- Chair of the FDLC
- Previous Chair of the FDLC

On behalf of the Board of Governors and the State Board of Education, the FDLC Executive Committee shall meet at least three times per year and shall exercise joint oversight of the Consortium and shall establish, in consultation with the Consortium membership, the administrative and operational guidelines and processes of the Consortium. The FDLC Executive Committee shall advocate for the Consortium, approve an annual FDLC Work Plan that includes an annual budget proposal, and establish a cyclical audit calendar. The FDLC Executive Director shall serve as staff to the FDLC Executive Committee and bring recommendations, action items, contracts, etc., forward from the Consortium for consideration and appropriate action. Written reports of the items discussed and actions taken at meetings of the FDLC Executive Committee shall be provided to the Consortium membership by the Executive Director at regularly scheduled meetings or via e-mail, when appropriate.

Florida Distance Learning Consortium - Guidelines for Appointing, Funding, Supervising, and Evaluating the Executive Director and Staff

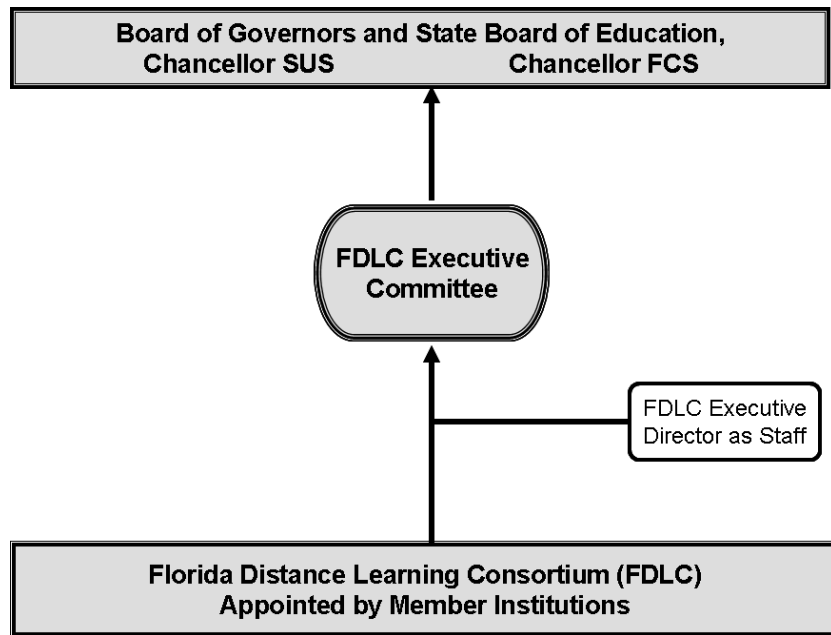
The FDLC Executive Director shall be jointly appointed and serve at the pleasure of the Chancellor of the State University System and the Chancellor of the Florida College System. The Executive Director shall report to the senior academic officer of each organization who, together, shall annually approve the work plan and conduct a performance appraisal of the Executive Director. Operational supervision of the Executive Director may be delegated, as appropriate, by the senior academic officers.

The Executive Director shall be responsible for ongoing management of the FDLC operations and activities and supervision of subordinate staff positions. By July 1 of each year, the Executive Director, in consultation with the Consortium, shall provide the FDLC Executive Committee with an annual FDLC Work Plan covering the upcoming academic year (July 1- June 30). The Executive Director, in consultation with the Consortium, shall complete an annual report no later than September 1 of each year

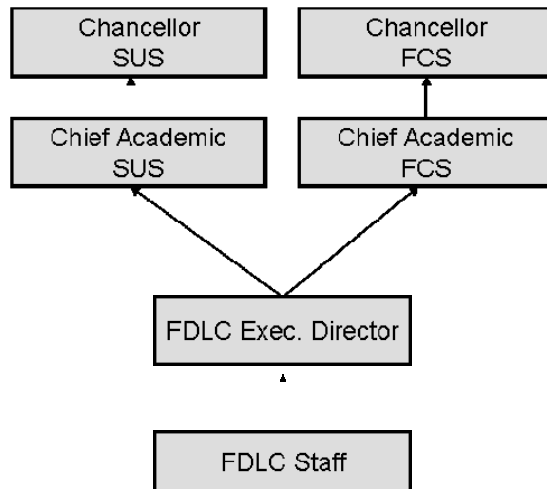
covering the previous fiscal year (July 1-June 30) and shall submit it to the FDLC Executive Committee. The annual report shall include a summary of FDLC activities and accomplishments, provide actual expenditure and position data, and describe how the FDLC has contributed to the strategic goals of public higher education in Florida.

In the event of a vacancy in the Executive Director position, a search committee shall be appointed by the Chancellors and shall follow the customary search process of the Florida Department of Education.

Florida Distance Learning Consortium - Advisory and Administrative Organization



FDLC Staff Reporting Structure



1004.091 Florida Distance Learning Consortium. – (Statute)

(1)(a) The Florida Distance Learning Consortium is established to facilitate collaboration among public postsecondary educational institutions in their use of distance learning to increase student access to associate and baccalaureate courses and degree programs, to support institutions in their use of technology, and to help build partnerships among institutions, businesses, and communities.

(b) The Board of Governors and the State Board of Education shall exercise joint oversight of the consortium and shall establish, in consultation with the consortium, the administrative and operational guidelines and processes of the consortium.

(c) The consortium may contract for administrative services with a public postsecondary educational institution. The fee charged by the institution for administrative services may not exceed the actual cost for providing the services.

(2) The Florida Distance Learning Consortium shall:

(a) Manage and promote the Florida Higher Education Distance Learning Catalog, established pursuant to s. 1004.09, to help increase student access to undergraduate distance learning courses and degree programs and to assist students seeking accelerated access in order to complete their degrees.

(b) Develop, in consultation with the Florida College System and the State University System, a plan to be submitted to the Board of Governors, the State Board of Education, the Governor, the President of the Senate, and the Speaker of the House of Representatives no later than March 1, 2010. The plan must address the implementation of a streamlined, automated, online registration process for undergraduate students who have been admitted to a public postsecondary educational institution and who wish to enroll in a course listed in the Florida Higher Education Distance Learning Catalog, including courses offered by an institution that is not the student's degree-granting or home institution. The plan must describe how such a registration process can be implemented as an alternative to the standard registration process of each institution. The plan must also address:

1. Fiscal and substantive policy changes needed to address administrative, academic, and programmatic policies and procedures.
2. A method for the expedited transfer of distance learning course credit awarded by an institution offering a distance learning course to a student's degree-granting or home institution upon the student's successful completion of the distance learning course.
3. Compliance with applicable technology security standards and guidelines to ensure the secure transmission of student information.

(c) Coordinate the negotiation of statewide licensing and preferred pricing agreements for distance learning resources and enter into agreements that result in cost savings with distance learning resource providers so that postsecondary educational institutions have the opportunity to benefit from the cost savings.

(d)1. Develop and operate a central instructional content repository that allows faculty to search, locate, and use instructional resources, including open access textbooks. In the development of a repository, the consortium shall identify and seek partnerships with similar national, state, and regional repositories for the purpose of sharing instructional content. The consortium shall collaborate with the public postsecondary educational institutions to ensure that the repository:

- a. Integrates with multiple learning management systems used by the institutions.
 - b. Allows institutions to set appropriate copyright and access restrictions and track content usage.
 - c. Allows for appropriate customization.
2. Develop, in consultation with the Florida College System and the State University System, a plan for promoting and increasing the use of open access textbooks as a method for reducing textbook costs. The plan shall be submitted to the Board of Governors, the State Board of Education, the Office of Policy and Budget in the Executive Office of the Governor, the chair of the Senate Policy and Steering Committee on Ways and Means, and the chair of the House Full Appropriations Council on Education & Economic Development no later than March 1, 2010, and shall include:
- a. An inventory of existing open access textbooks.
 - b. A listing of undergraduate courses, in particular the general education courses, that would be recommended for the use of open access textbooks.
 - c. A standardized process for the review and approval of open access textbooks.
 - d. Recommendations for encouraging and promoting faculty development and use of open access textbooks.
 - e. Identification of barriers to the implementation of open access textbooks.
 - f. Strategies for the production and distribution of open access textbooks to ensure such textbooks may be easily accessed, downloaded, printed, or obtained as a bound version by students at either reduced or no cost.
 - g. Identification of the necessary technology security standards and guidelines to safeguard the use of open access textbooks.
- (e) Identify and evaluate new technologies and instructional methods that can be used for improving distance learning instruction, student learning, and the overall quality of undergraduate distance learning courses and degree programs.
- (f) Identify methods that will improve student access to and completion of undergraduate distance learning courses and degree programs.