



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE OF ALLIED HEALTH SCIENCES  
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College of Allied Health Sciences  
Office of the Dean  
CAHS-DPM-006-2022

## MEMORANDUM FOR FACULTY, STAFF, AND COLLEGE OF ALLIED HEALTH SCIENCES STUDENTS

### SUBJECT: **Distributed Learning Policy**

A. **Purpose.** The purpose of this Deans Policy Memorandum (DPM) is to establish the criteria that defines the creation, execution, sustainment, support, and evaluation of Distributed Learning (DL at the College of Allied Health Sciences (CAHS).

B. **Background.** Military service, by nature, is transient, intense, and variable. DL provides alternative locations and schedules by which education has been offered traditionally. This can make DL ideal for the military student. DL courses must adhere to the same CAHS academic standards for quality and rigor as traditional courses. Program leaders and faculty retain the primary role in the development, establishment, and control of DL courses and programs.

C. **References.** *See Enclosure 1.*

D. **Applicability.** This DPM applies to all Education and Training Administration and Leadership (ETAL) degree program courses delivered by the CAHS using DL methodologies. It does not apply to shared military service-directed DL programs/courses conducted at Branch Campuses, Additional Locations, or Other Instructional Sites that comply with local guidance and regulations pertaining to DL, as well as programmatic and national accreditation requirements.

E. **Policy.** The ETAL courses having content delivered by DL will be developed, approved, and managed using the same processes as traditional classroom-based courses to ensure a consistent level of academic rigor, currency, and relevance. The ETAL program's DL courses will be evaluated using an instrument from the Online Learning Consortium's DL Scorecard.

### F. **Responsibilities.**

1. The Dean of the CAHS will:
  - a. Approve DL Programs/Courses.
  - b. Ensure selected faculty are appropriately supported with necessary resources to engage in DL Program/Course delivery.
  - c. Facilitate faculty development opportunities in the area of online instructional design.

- d. Coordinate appropriate funding for faculty and staff to support DL Programs/Courses.
- e. In collaboration with Information Management Officers, ensuring student DL support systems are available.
- f. Identify admission criteria or student prerequisite requirements.
- g. Ensure an online orientation for DL students and faculty is provided.
- h. Ensure that any new DL programs will be reviewed and approved by the Office of Accreditation and Organizational Assessment prior to program start.

2. Associate Deans or their designees will:

- a. Ensure that any new DL Programs/Courses are requirements based and meet the equivalent academic rigor as traditional onsite courses.
- b. Ensure that each student's class participation is confirmed /verified.
- c. Facilitate the selection and appointment of qualified faculty to teach DL content.
- d. Ensure consistent processes are in place for DL exam integrity to meet required accreditation standards.
- e. Facilitate ongoing professional development in DL.

3. Designated Faculty of DL courses will:

- a. Ensure DL content meets the same academic rigor as traditional courses, including a course syllabus, learning objectives, and outcomes that outline the expectations and requirements of the course.
- b. Review content in a timely manner before offering it to any learners for any issues (e.g. broken links, content, etc.).
- c. Ensure that copyright laws and plagiarism rules are followed for all DL Programs/Courses.
- d. Ensure CAHS DL Programs/Courses are consistent with CAHS policy related to academic dishonesty and copyright policy.
- e. Ensure that DL students' identities are verified at the initiation of a course and while proctoring exams using commonly accepted methods and available with technology. Active CAHS appointed faculty members are the only individuals enrolled in the ETAL degree program.

f. Monitoring DL work submitted by the students to ensure it complies with the CAHS honor code.

g. Prepare course descriptions, in collaboration with the program's director, and submitting them to the CAHS for inclusion in the CAHS Catalog.

h. Assessment of DL courses for quality in collaboration with the Associate Dean.

i. Conduct a comprehensive evaluation of DL courses at least annually using an instrument from the Online Learning Consortium's DL Scorecard approved by the Dean.

4. The Designated Faculty for each scheduled DL course will coordinate with the Office of the Registrar (OUR) to ensure the OUR will:

a. Create the course in Empower with department code, course number, course title and credit hours.

b. Create course sections in the SIS (Student Information System) before moving to the LMS for faculty.

c. Ensure that students are registered in the SIS before being populated in the LMS.

**G. Effective Date.** This DPM is effective immediately.

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Dr. Lula Westrup Pelayo, Ph.D., RN, FAAN  
Dean, College of Allied Health Sciences  
Uniformed Services University of the Health Sciences

4/25/2022

(Date)

Enclosure:

1. References

**REFERENCES**

- (a) Higher Education Opportunity Act. Public Law 110-315, dated August 14, 2008.
- (b) Standards for Accreditation and Requirements of Affiliation, Middle States Commission on Higher Education, <https://msche.box.com/shared/static/6upfla8coxa663p0j10u3gatow38jel.pdf>
- (c) President's Policy Memorandum (PPM) 002-2021, Distributed Learning, April 1, 2021.
- (d) USU Strategic Plan (2019-2023).
- (e) Online Learning Consortium, <https://onlinelearningconsortium.org/>