



General Information

Adding on High School Sites for Videoconference Delivery from Higher Ed Campuses

Preface

NDUS campuses deliver two types of classes to the K-12 environment. The first type is dual credit/advanced placement (AP) courses, offered to high schools students. The second type is undergraduate or graduate coursework for adult learners, usually offered after normal school hours.

The type of class, dual credit or graduate level, determines how higher education campuses will work with an individual school.

Dual Credit Courses for High School Students

If a K-12 school is accepting a class from higher education for K-12 students, the originating higher education institution must contact the appropriate consortium director for appropriate procedures. The higher education institution may require certain equipment in the room, training, etc. prior to agreement with K-12. The agreement may require proctor arrangements for tests/exams.

K-12 schools should inform the higher education site coordinator of course requirements, state guidelines, or local school district videoconferencing course requirements.

Undergraduate/Graduate Course Delivery for Adult Learners

K-12 teachers or other adults within a community may wish to have degree/advanced degree courses delivered to their local school rather than travel the distance to a nearby college/university campus.

If an adult learner wishes to receive a higher education videoconferencing class at their school, they must follow a prescribed procedure/process before the course can be approved for delivery. Permission to use the classroom should first be granted through the school principal or superintendent.

Once granted, the decision to add a school location is a decision to be made by both the course instructor and the higher education site coordinator. Certain agreements may exist with another campus preventing sites from being added. A potential enrollment drop at the scheduled site may be a concern. The instructor may specify a certain number of students at each site for effective learning.

Each higher education site coordinator and instructor will set its own guidelines for adding a site.

Here are some general steps for adding an additional site to an existing higher education undergraduate/graduate class.

Step 1: Contact the host site coordinator for additional site guidelines. A listing of higher education site coordinators and campuses is listed below:

Campus	Site Contact	Phone	E-mail
Bismarck State College	Pat Gross	224-5484	james.gross@bsc.nodak.edu
MiSU – Bottineau	Nancy Underwood	228-5423	nancy.underwood@misu.nodak.edu
Lake Region State College, Devils Lake	Dan Driessen	662-1508	daniel.driessen@lrsc.nodak.edu
Dickinson State University	Kathy Obritsch	483-2541	kathleen.obritsch@dsu.nodak.edu
NDSU, Fargo	Tammy Cummings	231-1090	tammy.cummings@ndsu.nodak.edu
UND, Grand Forks	Heidi Flaten	777-3308	heidiflaten@mail.und.nodak.edu
Mayville State University	Marjorie Fugleberg	788-4817	marjorie_fugleberg@mayvillestate.edu
Valley City State University	Connie Stavens	845-7256	connie.stavens@vcsu.edu
ND State College of Science, Wahpeton	Wanda Worrel	671-2566	wanda.worrel@ndscs.nodak.edu
Williston State College	Linda Clemes	774-4276	linda.clemes@wsc.nodak.edu

The adult learner making the request must contact the course instructor for approval to add the site he or she may wish to attend.

Depending upon the course work involved, some instructors may not agree to a one student site. Doing so may result in an unmanageable class. In addition, too many sites may result in a system overload. IVN has a recommended number of sites per class/event.

Step 2: When the instructor approves an additional site, the instructor will send approval to a higher education site coordinator.

Step 3: Contact the appropriate School Administrator for assistance with higher education class arrangements. Notify your videoconferencing consortium director and the consortium scheduler. They need to verify that there are no conflicts with other classes being scheduled at the same time.

Step 4: Submit site requested information required by the higher education site coordinator. See sample request form below.

NOTE

- ▶ A technician may need to be present and/or the adult learner student needs to be trained on the operation of the equipment.
- ▶ The adult learner also needs to be in the room 10 minutes prior to the start of class for technical roll call to verify connections. For training, contact your local school videoconference site coordinator.
- ▶ There may be fees associated with adding another site. The fees may be the responsibility of either the campus, the department offering the course or the student.

See Next Page for Sample Request Form

Below is a SAMPLE of a request form for Higher Education sites (NDUS campuses) may send to K-12 schools when adding their site. The form should be completed by the adult student who wishes to add their site. It should be returned to the campus site coordinator from which the course originates.

SAMPLE Request Form to Add High School Site to a Higher Education Class

Person submitting request:

Phone:

E-mail address

Course name and number:

Instructor:

Name of location of school to be added:

Name of consortium:

Consortium scheduler

Phone:

E-mail:

Provide the following information for scheduling:

City:

Site Name:

Room name and number:

Room phone number:

(Phone is required in the room in case of equipment or connection problems)

Room fax number:

(Is fax located within the room or nearby?)

Site mailing address (use street or box address, include city and zip code):

Site Contact Person:

Phone number:

E-mail address:

Special Instructions:

Who will make sure room is open?

Do students need to access the classroom from a particular entry of the school?

Directions to find room: (Example, lower level, 2nd floor, etc.)

Who will lock up room after session?

NOTE: It is the discretion of the higher education institution involved whether to accept a K-12 site for course delivery.