

DISTANCE & DISTRIBUTED LEARNING COMMITTEE FOAPAL MANAGEMENT

FOAPAL CREATION

Once the DDL Committee (DDLC) has given its approval for a course to be developed, the Accounts Clerk at Flexible Learning (FL) requests a FOAPAL to be set up through Financial Services. There is a two (2) year sunset date attached to the FOAPAL (example: funds advanced in March 2019 will expire and be retracted if not used by March 2021).

Financial Services establishes the new FOAPAL using the Faculty/Department ORG code. The fund manager is the Faculty DDL Coordinator. Others in the Faculty/Department who have been given access to the ORG will also have access to the new FOAPAL (example: Dean, Faculty Administrator, Admin Assistant...). Financial Services advises the FL Accounts Clerk that the FOAPAL has been set up and a JV is done to transfer the development funds into the FOAPAL. The FL Accounts Clerk can answer questions related to the FOAPAL's sunset date and balance.

DEVELOPMENT FUNDS MANAGEMENT

Once the funds have been transferred to the FOAPAL, responsibility for fund management lies with the DDL Coordinator, or their designate.

Based on guidelines and criteria established by the DDLC, funds may be advanced as follows:

Faculty

When the developer of a course is a faculty member, the funds granted and transferred to the FOAPAL may be used as follows:

- Hiring a student to help with conducting a literature review and other research related to the course or developing course content
- Hiring someone to replace you to teach a class (buying out a course); needs permission from department/faculty
- Any revisions to the course after the first delivery
- Purchasing special software or tools (with the approval of the DDLC if the cost exceeds \$1,000)
- Paying yourself the equivalent of an overload payment as per Appendix A #12 of the URFA Faculty Collective Agreement 2017-2021 found at <https://ursource.uregina.ca/hr/assets/pdfs/collective-agreements/Academic/2017-2021-Academic-CBA-Final.pdf>. Note: Half of this funding will be released when 50% of the course content has been completed and submitted to your instructional designer, with the second half paid when the remainder of the course content has been completed and submitted. Any expenditures related to the FOAPAL should be discussed with your DDL Coordinator (see <https://ursource.uregina.ca/cc/access-services/develop-flexible-course/DDL-Coordinaors-List.pdf>)

Note: When you choose to pay yourself, half of this funding will be released when 50% of the course content has been completed and submitted to your instructional designer (ID), with the second half paid when the remainder of the course content has been completed and submitted. The Senior ID will contact the DDL Coordinator when funds are to be released.

The Faculty is responsible for the EPAF's and/or JV's required to process the above transactions.

All course content developers are issued a Letter of Appointment/Agreement (LOA) by FL which requires the signatures of the course developer and the DDL Coordinator of the Faculty. Typically, course development does not start until the LOA has been signed, scanned and returned to Flexible Learning at the CCE.

Sessional Instructor

When the developer of a course is a sessional, the funds transferred to the FOAPAL will be used to pay the sessional lecturer for their development work. The stipend paid out to the instructor includes 6% in lieu of benefits and shall not exceed the grant total. The funds will be advanced in two installments of 50% each. The first half of the funding shall be advanced when 50% of the course content has been completed and signed off by the ID. The second half will be paid out when the remainder of the course content has been completed and again, signed off by the ID. The Senior ID will contact the DDLC Coordinator when each of the above criteria has been satisfied and the DDLC Coordinator will complete the EPAF/Workflow in order for the sessional instructor to receive payment.

DELIVERY EXPECTATIONS

The University expects that a course funded through the DDLC will be offered no sooner than twelve months after receipt of funds (ex: if rec'd Fall 2022, expectation is it will be available for first delivery in Fall 2023 or later). If the DDLC does not see evidence of progress in developing and scheduling the course within one year, the FOAPAL account could be frozen until consultation with the DDLC, the Flexible Learning Head, Department Head, DDL Coordinator and the course developer occurs and the DDLC agrees in writing to an amended time table. If agreement is not reached, any remaining funds will revert to the general DDLC fund for reallocation.

The University expects that courses developed with DDLC funding will be offered several times in collaboration with the CCE.