DISTANCE & DISTRIBUTED LEARNING COMMITTEE

FOAPAL MANAGEMENT

FOAPAL CREATION

Once the committee has given its approval for a course to be developed, the Accounts Clerk at the Flexible Learning Division requests a FOAPAL to be set up. This is done through Financial Services. There is a 5-year sunset date attached to the FOAPAL (example: funds advanced in Mar 2011 will expire and be retracted if not used by Mar 2016).

Financial Services establishes the new FOAPAL using the faculty/department ORG code. The fund manager is the Faculty/Department 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 Accounts Clerk at the Flexible Learning Division that the FOAPAL has been set up and a JV is done to transfer the development funds into the FOAPAL.

Once the funds are transferred, the Flexible Learning Division does not have the ability to access the FOAPAL; however, they are able to request information from Financial Services regarding the remaining balance in the account.

DEVELOPMENT FUNDS MANAGEMENT

Once the funds have been transferred to the FOAPAL responsibility for fund management lies with the faculty/department DDL Coordinator, or his/her designate.

Based on guidelines and criteria established by the Distance and Distributed Learning Committee, 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 a literature review for material to go into the course
- Hiring a student to do research for the course
- “Buying Out” a class, which means the funds would be transferred to the faculty/department to cover the cost of hiring someone to replace the faculty member for one of his/her courses
- Revising the course
- Purchasing special software or tools (with the approval of the DDLC if the cost exceeds $1,000)
The faculty/department is responsible for the EPAF’s and/or JV’s required to process the above transactions.

**Sessional Instructor**

When the developer of a course is a sessional lecturer, the funds transferred to the FOAPAL will be used to pay the sessional lecturer for his/her development work. The amount paid out to the instructor shall include all 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 submitted to the Instructional Designer. The second half will be paid out when the remainder of the course content has been completed and submitted. The Instructional Designer will contact the faculty/department when each of the above criteria has been satisfied and the faculty/department will complete the EPAF in order for the sessional instructor to receive payment.

If the FOAPAL that has been established for course development becomes overspent, it will be the responsibility of the Faculty/Department to cover the over-expenditure.

**DELIVERY EXPECTATIONS**

The University expects that the courses funded through the Distance and Distributed Learning Committee (DDLC) will be offered approximately twelve months after receipt of funds (ex: if rec’d Fall 2011, expectation is it will be available Fall 2012). If the DDLC does not see evidence of progress in developing and scheduling the course within one year, the FOAPAL account will be frozen until consultation with the DDLC, Flexible Learning Division Head, Faculty/Department DDL Coordinator and the 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, scheduled through the Centre for Continuing Education. If a course is not offered again within three years of the first offering, any residual funds will revert to the general DDLC fund for reallocation.

All course content developers are issued a contract which requires signature of themselves and their DDL Coordinator. The contract contains the above-stated pertinent information as well as deadlines and milestones to guide the development process.

*Updated: June 2016*