

Policy on Offering Interactive Television Classes

As a distributed university, UTRGV utilizes Interactive Television (ITV) courses as a tool to reach students at teaching locations on different campuses throughout the Rio Grande Valley. ITV is used as a means to expand course offerings, leverage the university's teaching talent, and afford faculty the chance to interact with students they ordinarily would not encounter. Furthermore, these classes give students the opportunity to experience course offerings and professors to which they normally would not have access.

This policy is meant to provide basic information to instructors and school deans or directors and department chairs who are interested in offering ITV courses. Regularly scheduled training sessions will offer more detailed information about the logistics of ITV instruction.

1. Technical and Pedagogical Training

Prospective ITV instructors are expected to attend three training sessions before teaching their first ITV classes. These sessions include: (1) developing techniques to design engaging ITV classes; (2) learning facilitation skills for conducting live dual classrooms; and (3) conducting live "teach back" sessions for practice and feedback. In addition, faculty will learn about ITV classroom audio and video equipment, student orientation, distribution of class material, and how to deal with technical problems. Training session schedules will be distributed to school deans or directors and department chairs each semester and announced on the UTRGV Messenger.

When an unanticipated event requires a last minute change in instructor or delivery method of the course, the instructor will be expected to work with IT on the training necessary related to the equipment and to participate in the next available training session.

2. Technology Guides

All ITV technology deployed in classrooms will be introduced to prospective instructors in the training sessions. Information on the usage of this technology also is available on the IT website. The website includes links to YouTube videos covering technical aspects of operating ITV classroom equipment. The information can be found at the following links:

- [Classroom Equipment List](#)
- [Classroom Technology Training](#)

3. Travel Expectations

Instructors will be expected to be available to students at all campus locations during the semester. Faculty will be required to travel to the remote campus regularly throughout the semester to deliver the course and to hold office hours.

4. Scheduling

Classes should be scheduled so that the instructor is available to travel to teach regularly at the remote campus location (*i.e.*, sufficient time before and after an ITV class and office hours should be blocked to allow for faculty travel).

ITV classroom requests must be submitted under the original schedule timeline. This will allow the classroom scheduling software to assign companion rooms first before classrooms are assigned to other classes. Requests to add ITV courses after classrooms are assigned are on an "as available" basis.

5. Class Size

Classes on each campus should be capped so that the total number of students will not exceed the class size of the corresponding single-campus class. For example, if one normally teaches a class with a research component that is limited to 30 students, then the two combined ITV classes should be capped at a *total* of 30 students. Deans/directors/chairs should set caps for each location that balance the anticipated total student demand between the campuses.

6. Office Hours

Instructors should make themselves available to students on both campuses during their office hours and should regularly hold office hours on each campus. One of the various modes of technology should be made available to engage students during office hours, such as *Skype, FaceTime, Zoom*, etc. Information on virtual office hours should be included in the course syllabus. Office hours, including virtual office hours, should be clearly stated on the course syllabus.

Deans/directors/chairs should set aside dedicated space for ITV faculty office hours on both campuses.