

**INSTRUCTOR AND STAFF COMPENSATION FOR PICTURETEL COURSES
(POLICY)**

- 1. Instructors and staff shall be compensated for taking a training course on using the PictureTel equipment.**
 - a. Instructors will need to take two sessions of training before being scheduled for a PictureTel course. The first session deals with the operation and troubleshooting of the equipment. The second session deals with how to teach effectively in a video conferencing classroom. \$50 for each session plus mileage.
 - b. At least two center staff will need to take one training session – that session dealing with the operation and troubleshooting of the equipment – before a course will be scheduled for that center. \$50 plus mileage.

- 2. An instructor shall be compensated for developing or converting a course for delivery over PictureTel.**
 - a. An instructor teaches a course that he/she has never taught before and is going to teach it for the first time over PictureTel. \$200
 - b. An instructor teaches a course that he/she has taught before but this is the first time over PictureTel. \$100.
 - c. An instructor teaches a course over PictureTel and has taught it over PictureTel before \$0.

- 3. An instructor shall be compensated for managing a multi-site PictureTel class. This is compensation for distributing and/or collecting materials, management of communication between students, instructor, distant site personnel etc.**
 - a. Note: the number of sites shall be counted on the 4th week of classes.
 - b. The sites scheduled for the PictureTel class are OLC centers. \$75 per site.
 - c. The sites scheduled for the PictureTel class are not OLC centers (i.e. Oyate Consortium schools). \$100 per site.

- 4. Each distant site shall be compensated for hosting a PictureTel class. This is to help meet costs for copying, faxing, center personnel time, postage, envelopes, etc.**
 - a.
 - b. The PictureTel site is an OLC center. This compensation is to be given to the Center Director, to be distributed as he/she sees fit. The number of classes shall be counted on the 4th week of classes. \$100 for the first class, \$50 for the second, and \$20 for each additional class.
 - c. The PictureTel site is not an OLC center *\$_____

- 5. Center Responsibilities**
 - a. Turn PictureTel equipment on at least 15 minutes before the class begins.

- b. Check to make sure the conference is up and equipment is working within the first 5 minutes of class.
- c. Troubleshoot in case of equipment failure.
- d. Check student attendance when the instructor is not on-site and sign any required attendance sheets/time sheets for the students.
- e. Provide instructor with preferred method of receiving class materials, i.e. fax, email, etc.
- f. Photocopy and distribute class materials for students when instructor is not on-site.
- g. Return and/or collect homework for the instructor and relay these to the instructor.
- h. Proctor exams as requested by the instructor.

6. Instructor Responsibilities

- a. Provide centers with contact information when instructor is not on-site.
- b. Provide centers with directions on preferred method of receiving homework from distant students, i.e. fax, mail, scan-and-e-mail, hand carry to Piya Wiconi on Fridays, etc.
- c. Track attendance at all sites (as much as possible), and verify attendance with centers at least three times during the semester.
- d. Distribute class materials at least 30 minutes before the class begins so the center has time to photocopy and distribute.
- e. Notify the centers that a proctor is needed at least one week in advance.