

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	September 2000
Section 5.6	Academic Informatics Services	Revised:	March 2008
Policy 5.6.5	Center for Distance Learning	Responsibility:	Vice President and Chief Information Officer

CENTER FOR DISTANCE LEARNING

Mission

The Center for Distance Learning promotes, coordinates, and facilitates distance learning and telehealth activities at the Health Science Center by providing leadership in the discovery, evaluation, and research of new technologies and methodologies for instruction and telehealth. The Center seeks funding for associated activities and originates and participates in grant applications, private donations and commercial collaborations that benefit the Health Science Center. The Center maximizes campus resources to educate and train health professionals, conduct interdisciplinary and health informatics research and to support patient care for improved health to the citizens of Texas and surrounding regions..

Focus

The Center’s geographical focus is without boundaries, but activities emphasize meeting the educational and health care needs of South Texas residents. Specific responsibilities of the Center include, but are not limited to:

Management

Determine the allocation of state appropriations targeted for distance learning.

Track and report outcomes of distance learning activities supported by State appropriations.

Submit budget requests for state monies to support appropriate Center activities.

Coordination

Review grant applications and proposals involving distance learning activities by the Health Science Center elements, for purposes of coordinating efforts and resources, disseminating information, maintaining a database of activities, and compiling various reports.

Assure compliance with state, The University of Texas System, etc. reporting requirements pertaining to Center activities.

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Serve as a clearinghouse for information related to distance learning issues.

Represent the Health Science Center at relevant meetings at state or other levels pertaining to distance learning programs.

Facilitate collaboration between principal investigators on distance learning proposals.

Initiate and support collaboration with outside agencies, e.g., health care facilities, academic institutions, public entities, etc., on distance learning activities.

Design and act as a consultant to various campus-related entities for classroom design for distance learning.

Coordinate activities provided from other campus units (e.g., Computing Resources, Teleconference Network of Texas) supporting the Center so as to have a central campus contact for faculty and staff for distance learning.

Coordinate and advocate resources for health informatics, distance learning and to all sites housing campus students, staff, and faculty.

Guidance

Conduct strategic planning and other planning requirements for distance learning activities.

Review and advise on legal/regulatory/liability, IRB, FDA, copyright, etc. issues as they relate to distance learning.

Provide consultation services to University faculty, staff, and to staff of affiliated institutions.

Promote the sharing and conserving of distance learning campus resources.

Promote, support, and participate in the campus curriculum in health informatics.

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Support

Seek seed money and support for specific initiatives submitted by University departments.

Initiate grant applications for distance learning.

Assist campus departments in preparing and reviewing distance learning applications.

Advocate the use of distance learning activities.

Assist in resolving problems related to campus distance learning activities.

Coordinate, encourage and develop campus support and act as a central contact for faculty and staff in support of distance learning activities.
