

21.99.99.A1.03 DISTANCE EDUCATION AT RESEARCH AND EXTENSION CENTERS AND STATIONS

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Revised: December 17, 2010

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PROCEDURE STATEMENT

To make the best possible educational programs available to the people of Texas by the faculty of the member institutions of The Texas A&M University System, its partners and cooperators, the physical resources of Texas A&M AgriLife (AgriLife,) and Texas AgriLife Research (AgriLife Research) must be made accessible for delivery of these programs.

The use of facilities for delivering education programs may produce expenses not currently funded through normal means, therefore, a method to offset these additional costs is necessary.

REASON FOR PROCEDURE

This procedure sets forth the guidelines for units when AgriLife or AgriLife Research facilities are used for activities related to classes presented at a distance by academic institutions.

PROCEDURES

- A. Obtain a signed contract with accredited state funded institutions of higher education wanting to use facilities for delivering distance education programs. The contract will be signed by the Director. Such contracts will include terms for the using institution to pay for the expenses related to the use of the facility.
- B. Record expenses directly attributable to courses delivered at a distance. Expenses for these courses include the cost of having the center open after regular business hours or having coordinators for the use of technical equipment such as TTVN or laboratories used for classes. Negligible costs or costs already funded by other appropriations may not be reimbursable.

The amount reimbursed to the AgriLife or AgriLife Research facility will depend on the type of program delivered and the revenue received. Individual Centers, Stations or other such facilities will receive a portion of income paid for use by the delivering institution to offset expenses and for replacement of equipment.

- C. Submit expenses to the AgriLife Fiscal Office upon completion of the course(s) for appropriate allocation of funds.

CONTACT OFFICE

For questions contact the AgriLife Fiscal Office at 979-845-2552.