

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: I 17.0
Procedure Title: Virtual College of Texas Revenue Distribution
Relevant Board Policy:
Originating Unit: Coordinator of Distance Learning
Maintenance Unit: Coordinator of Distance Learning

- I. Purpose: Palo Alto College (PAC) participates in a state-wide initiative to provide online instruction to community college students throughout Texas. The Virtual College of Texas (VCT) program facilitates the provision of this instruction utilizing the host/provider model. As a provider college, PAC invoices host colleges the amount of funds that PAC would have received for contact hour reimbursement from the State. The PAC Virtual College Committee has determined these funds be disbursed to the academic departments that participate in the program, as well as to the Instructional Innovation Center for its support of internet faculty in the delivery of courses to VCT students.

II. Procedure Statement:

- A. The Coordinator of Distance Learning (CDL) will arrange for the loading of PAC courses on the VCT website at the request of participating faculty and academic departments.
- B. CDL will insure that VCT students are registered in the PAC student information system.
- C. CDL will invoice host colleges per the VCT agreement.
- D. The disbursement of funding received from host colleges will be as follows:
1. The Instructional Innovation Center will receive 50% of revenue to provide instructional support, including training and the purchase of computer equipment, projectors and other multi-media necessary for support of PAC internet instruction.
 2. The academic departments will receive 50% of revenue in support of VCT-participating faculty, to be used for professional development, equipment and other needs deemed necessary by the participating faculty and their academic chairs.
 3. Requested VCT funds will require a VCT Fund Request Form with signatures from the VCT Faculty & Academic Chair. When appropriate, the Virtual College Committee has discretionary authority in releasing VCT funds allocated to the academic department. All VCT Fund Request forms must be submitted to CDL.

Issued: May 17, 2004

Approved: (signed: Ana M. Guzman)
President

Edited: January 18, 2011

Evening/Weekend Office