JUL 2 9 2019

Office of the President
PPM-002-2019 (SOM)

SUBJECT: **Charter for the School Of Medicine Distance Learning Pilot for Uniformed Services University (USU).**

A. Purpose. The purpose of this charter is to establish a pilot initiative for Distance Learning (DL) within the F. Edward Hebert School of Medicine (SOM). With the development of a basic DL capability and resources the SOM is prepared to lead the pilot and offer graduate certificate programs in Global Health, and Health Professions Education, and lay the ground work for other academic programs that may have an interest, i.e. Tropical Medicine. These military-focused and flexible programs will be offered in a DL format with a robust online learning community and a committed group of faculty who serve as teachers and mentors.

B. Background.

1. The DL Pilot for the USU SOM is established under the authority of the President of the University to deliver academic programs by DL to address the workforce development of the Military Health System (MHS) in strategically important areas.

2. Working with subject matter experts, DL programs will be developed that will provide globally dispersed health care providers with rigorous military focused training and education that enhances their skills in the changing battlespace and allows them to acquire these skills while remaining at their current assignment.

3. For the purposes of this pilot, DL will be defined as any mode of instruction in which there is a separation, in time or place, between the instructor and student.

C. Objectives and Scope of Activities.

1. The pilot will have two phases:

a) The initial phase will be on supporting and expanding the existing certificate in Global Health, and the Health Professions Education certificate and degree programs.

b) The second phase will launch DL versions in other existing academic programs of interest, i.e. Tropical Medicine.

2. Programs provided through this initiative will be offered, at no cost, to Uniformed and civilian Department of Defense (DoD) employees who seek academic preparation to strengthen their abilities to serve the MHS. In addition, the DL Pilot leadership group will explore possible opportunities to extend training to other U.S. government employees (e.g. VA, PHS) as a secondary audience under legal authorities supporting such inter-agency services.

D. Deliverables.

1. Phase 1: The initial focus will be to complete and institutionalize the current DL certificate program in Global Health and the DL certificate and degree programs in Health Professions Education. (Months 1 to 12 from the time new personnel are hired)

   a. Develop two portable "fly away suitcase" DL systems. Each will contain a "DL-ready" laptop pre-loaded with all necessary software and accessories (USB microphones, writing tablets, etc.). They will be issued to faculty for temporary use in their own office or at home. As the DL demand signal increases to meet various education requirements, two more "suitcases" may eventually be needed to meet faculty demand at USU South and USU West.

   b. Develop an administrative framework to replicate DL programs throughout USU's schools and colleges using lessons learned from pilot.

2. Phase 2: Support new programs that have an interest in DL, i.e., Tropical Medicine will follow. (Months 10 through 24). Support the creation of content for other certificates such as Operational Telehealth or create a DL "elective" in Military Medical Practice. As the SOM builds its DL offerings, the capabilities and methods devised will strengthen our teaching of in-residence students, and national faculty will be able to directly contribute to education on-campus as well as reach off-campus students on clinical rotations and electives around the world.

E. Responsibilities.

1. School of Medicine. Responsible for providing academic content for DL programs and provide oversight of the DL Pilot.

2. Office of Vice President for Information & Education Technology and Office of the Chief Information Officer (OCIO). Participate in the DL Pilot and serve the faculty and students of the University by applying and integrating information technology resources to enhance and support instruction, teaching, and learning.

3. Education & Technology Innovation (ETI) Support Office. Participate in the DL Pilot, serve on the work group and identify a single point of contact for an Instructional Designer in support of the pilot.

4. <u>Office of Accreditation and Organizational Assessment</u>. Monitor and review accreditation requirements in support of the pilot and ensure adherence to Federal regulations, and diversity policies and procedures necessary to ensure the University's ability to continue its mission.

5. <u>Office of the Vice President of Finance and Administration</u>. Review and provide direction as it relates to financial and manpower management of the pilot.

F. <u>Work Group Staffing</u>.

1. <u>Co-Chairs</u>: Two faculty with expertise in DL Program development and administration.

2. <u>Members</u>:

    a. Faculty with expertise in DL Creation and Dissemination

    b. Two additional education faculty/staff assigned to HPE to help the current faculty build, launch and sustain the proposed certificate programs.

    c. A student support administrator to assigned to HPE help manage and support DL student participation from enrollment through graduation.

    d. ETI personnel identified to work with SOM faculty to support classroom teaching.

    e. Chief of Staff, SOM.

    f. Special Assistant to President, Business Operations.

    g. Others as designated as directed by the Co-Chairs

G. Location. Existing staff will occupy and operate from their current office space. Newly hired personnel will be located in workspace being installed on the 2nd floor of the LRC.

H. Meeting Policy. The DL Pilot leadership work group will meet monthly to discuss and resolve relevant issues associated with DL production and development. Minutes will be taken and shared with the work group, by the Co-Chairs.

I. Effective Date. The Charter will be effective from the date of signature and reviewed at the end of two years, at which time a plan to establish an administrative framework in support of all the schools and colleges in USU will be provided.

RW Thomas

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President