

**BY ORDER OF THE COMMANDER  
AIR UNIVERSITY (AETC)**

**AIR UNIVERSITY INSTRUCTION 36-2624**

**18 FEBRUARY 2014**



**Personnel**

**AIR UNIVERSITY DISTANCE LEARNING (DL) PROGRAMS**

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This instruction implements and establishes guidance in applying the policies and procedures contained in AFI 35-109, *Visual Information*, AFI 36-2201, *Air Force Training Program*, AFI 36-2301, *Developmental Education*, AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*, AFMAN 36-2234, *Instructional System Development*; and AFH 36-2235, *Information for Designers of Instructional Systems*. It complements information contained in AUI 36-2606, *Air University Academic Corporate Process*; AFI 36-2201, AU SUP, *Training Development, Delivery, and Evaluation*, AUI 36-2312, *Air University Assessment Programs*; and AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research*. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This publication applies to all AU staff and AU schools except the Air Force Institute of Technology (AFIT) using distance learning for the installation, institution, or academic programs.

**SUMMARY OF CHANGES**

This revision: Updates the responsibilities of AU/CF, AU/A5/8, AU/A3/6, and AU educational units involved with DL. This revision also provides AFIT with independence in defining, establishing, and executing its DL programs under the direction and guidance of its Chief Academic Officer.

**1. Purpose and Scope.** The purpose of this guidance is to define roles and responsibilities of the HQ staff, centers and schools in developing and implementing distance education programs. As an accredited institution, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidance for managing distance education should be met. AU operates in a dynamic environment that requires programs to be flexible as they meet evolving educational requirements. When feasible, the University will adopt enterprise approaches to obtaining maximum efficiency in resource management. Enterprise solutions help ensure mission effectiveness, student access, and effective stewardship. (**NOTE:** Does not apply to AFIT, See Item 2.6.)

## **2. Roles and Responsibilities**

2.1. AU/CF will support DL programs by:

2.1.1. Providing guidance for all AU DL programs to the AU/CC.

2.1.2. Chairing the AU Academic Corporate Process which is an advisory council to assist AU/CF on educational matters within the schools and centers.

2.1.3. Developing policies governing the development, assessment, and execution of DL programs across AU.

2.1.4. Providing oversight on policies and procedures related to DL programs.

2.1.5. Ensuring accreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

2.1.6. Providing and sharing information regarding the AU DL programs with AU schools and centers, headquarters staff, base agencies, and other supporting organizations.

2.2. AU/A5/8 will support DL programs by:

2.2.1. Verifying and coordinating all DL resource requirements and advocating for resources through AU and AETC Program Objective Memorandum (POM) Corporate Process.

2.2.2. Reviewing and coordinating on all AF Forms 19, *Request to Establish a New Professional Continuing Education Course*, to verify all course/program resourcing requirements.

2.3. 42 ABW/PA will, as required, support DL programs by providing AU with video production and editing, cable distribution, satellite broadcasting, television engineering consultation and multimedia management services.

2.4. AU/A3/6 will support DL programs by:

2.4.1. Advising AU schools and colleges, headquarters staff, base agencies, and other supporting organizations on all matters associated with the acquisition, development, implementation, and sustainment of education technology solutions for AU DL programs.

2.4.2. Providing critical educational and information technology hardware and software support to all AU educational programs.

2.4.3. Taking responsibility for initiatives and test beds for determining how best to scale education technology in line with strategic directions and prioritized enterprise-level needs.

2.4.4. Providing identification, instructional systems design, prototyping, testing, analysis, and suitability for enterprise scalability of educational technology.

2.4.5. Determining estimated Return on Investment and sustainment cost impact of educational technology via working groups, which advises the AU Academic Corporate Process.

2.4.6. Providing portfolio, program project, and configuration management of all educational technologies and educational automated information systems supporting AU resident and non-resident educational programs. This includes management of all student management, learning management, content management, course management and AF enterprise network management systems as well as other contracted IT services contracts.

2.4.7. Taking responsibility for initiatives focused on determining how best to scale education technology in line with strategic learning outcomes and prioritized enterprise-level needs.

2.4.8. Providing instructional systems design support for implementing educational technologies into AU curricula.

2.4.9. Assisting faculty in assessing and evaluating newly implemented educational technology for impact on learning and operational improvements.

2.4.10. Providing enterprise-level support service capabilities to Air University resident and non-resident students, faculty, staff, and other customers (e.g., sister Services, test control facilities, etc.) to facilitate the execution of AU's educational mission.

## 2.5. AU Centers and Schools will:

2.5.1. Use the instructional system development process when designing and developing DL programs. AFMAN 36-2234, *Instructional System Development*, AFH 36-2235, *Information for Designers of Instructional Systems*, and AFI 36-2201, Volume 1, AU Supplement, *Training Development, Delivery, and Evaluation*.

2.5.2. Present any plan to create a new PME DL Program to the AU Academic Board to evaluate the requirement. Once approved by the Board the plan must be presented to the AU Academic Council for final approval.

2.5.3. Follow relevant procedures and guidance for the creation of new AU PCE DL courses and submit an AF Form 19 when starting PCE DL courses, converting resident PCE courses to DL, or making changes to current PCE DL courses. The term “course” refers to any module or program that is intended to teach curriculum at AU. Prior to the AF Form 19 being approved, AU/CF may convene the AU Academic Corporate Process to evaluate the requirement.

2.5.4. Provide the AU Registrar (AU/CFR) with rules and guidelines for time limits and extensions for DL courses and programs awarding degrees or receiving American Council on Education credit recommendations. Include the time limits and extension requirements for DL courses and programs in the school’s Program Review Board briefing and in the AU catalog.

2.5.5. Follow all guidance provided by AUI 36-2617, *Air University Degree Granting, Accreditation, Reaffirmation, and Substantive Change*, and will notify AU/CF prior to making significant program changes which might require substantive change notices to SACSCOC. AU/CF will provide guidance on the substantive change process and will submit all required documents to SACSCOC. If substantive changes are needed, an out-of-cycle review is required prior to approval of the program. Details of the out-of-cycle review can be found in AUI 36-2606, *Air University Academic Corporate Process*.

2.5.6. Follow all guidance provided by SACSCOC’s Policy, *Distance and Correspondence Education*, to ensure policies and procedures are in place, to affirm that the student who registers for the DL program or course is the same student who participates in and completes the course or program and receives credit. This may be accomplished by using methods such as: 1) secure login, 2) proctored examinations, and 3) other technologies and practices that are effective in verifying student identification.

2.6. Air Force Institute of Technology. The Chief Academic Officer (CAO) of AFIT is the principal authority for AFIT’s academic and continuing education programs. The CAO provides strategic direction for all of AFIT’s DL programs, sets policies and procedures for executing DL programming at AFIT, and ensures compliance with the policies of the Higher Learning Commission.

DAVID S. FADOK, Lt Gen, USAF  
Commander and President, Air University

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1322.26, *Development, Management, and Delivery of Distributed Learning*, 16 June 2006

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 35-109, *Visual Information*, 12 March 2010

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 36-2301, *Developmental Education*, 16 July 2010

AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*, 11 July 2001

AFMAN 36-2234, *Instructional System Development (ISD)*, 1 November 1993

AFH 36-2235, Volume 5, *Information for Designers of Instructional Systems Advanced Distributed Learning: Instructional Technology and Distance Learning*, 1 November 2002

AFI 36-2201, AU SUP, *Training Development, Delivery, and Evaluation*, 10 October 2003

AUI 36-105, *Faculty Development, Enrichment, and Responsibilities*, 9 February 2009

AUI 36-2312, *Air University Assessment Programs*, 16 November 2011

AUI 36-2322, *Air University Institutional Effectiveness and Institutional Research*, 22 October 2003

AUI 36-2606, *Air University Academic Corporate Process*, 22 October 2013

AUI 36-2617, *Air University Degree Granting, Accreditation, Reaffirmation, and. Substantive Change*, 30 July 2013

AUI 36-2626, *Air University Schools Course Scheduling and Student Production Reporting Procedures*, 2 August 2012

***Adopted Forms***

AF Form 19, *Request to Establish a New Professional Continuing Education Course*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADL**—Advanced Distributed Learning

**AF CDA**—AF Career Development Academy

**AU**—Air University

**AU/CF**—Air University Vice President for Academic Affairs

**AU/CFR**—Air University Registrar

**AU/A3/6**—Air University Education Operations and Communications

**AU/A5/8**—Air University Directorate of Strategic Plans

**AU/PA**—Air University Public Affairs

**CAO**—Chief Academic Officer

**DL**—Distance Learning

**DOD**—Department of Defense

**IT**—Information Technology

**PCE**—Professional Continuing Education

**PME**—Professional Military Education

**POM**—Program Objective Memorandum

**SACSCOC**—Southern Association of Colleges and Schools Commission on Colleges