Online Course Development Agreement

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Development Process</td>
<td>1</td>
</tr>
<tr>
<td>Online/Technology-Based Instruction/Distance Education</td>
<td>1</td>
</tr>
<tr>
<td>Multiple Section and High Enrollment Courses</td>
<td>2</td>
</tr>
<tr>
<td>Instructional Designer (ID) Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Compensation Structure</td>
<td>2</td>
</tr>
<tr>
<td>New Course Design</td>
<td>3</td>
</tr>
<tr>
<td>Redesign/QM Certification</td>
<td>3</td>
</tr>
<tr>
<td>Course Development Milestones and Deliverables</td>
<td>3</td>
</tr>
<tr>
<td>Internal Review Process</td>
<td>4</td>
</tr>
<tr>
<td>Copyright/Intellectual Property</td>
<td>4</td>
</tr>
<tr>
<td>Student Accommodation/Accessibility</td>
<td>4</td>
</tr>
<tr>
<td>Course Templates</td>
<td>4</td>
</tr>
<tr>
<td>Syllabus and Course Checklist</td>
<td>4</td>
</tr>
<tr>
<td>Cancellation</td>
<td>4</td>
</tr>
<tr>
<td>Completion and Approval</td>
<td>4</td>
</tr>
<tr>
<td>Signatures</td>
<td>5</td>
</tr>
</tbody>
</table>

Course Development Process

Online/Technology-Based Instruction/Distance Education

Online courses and programs must go through the same approval procedures as traditional courses. This process is explained in the Curriculum Development section of the Faculty Handbook (See section 3.3.3).

As per section 5.1 of the UNA Faculty Handbook:
The University requires that all non-traditional courses delivered online, through other technology-based instruction, or via distance education be equivalent to traditional, Campus-based courses in terms of course descriptions, expectations, assessments, and learning outcomes.
Prior Development
Courses that have been previously developed are not eligible for new course development compensation. This includes courses previously taught by an instructor other than the current developer.

Master Courses for Multiple Section Courses
Academic Departments are encouraged to create a “master course” for courses commonly taught to multiple sections.

Instructional Designer (ID) Responsibilities
• Provide consultation and guidance as needed
• Assist in template/course design selection to meet instructor preference
• Ensure course syllabus and course map address standards identified in QM Rubric and Course Design Check Sheet
• Performs internal (UNA) QM-based review of course utilizing QM Course Review Management System (CRMS).
• Participate in course amendment process to address any needed changes identified during internal review

Faculty Responsibilities
• Initial meeting with Instructional Designer
  a. Instructional Designer assists faculty with starting an internal review in the Quality Matters Course Review Management System (QM CRMS)
  b. Faculty provides course syllabus
  c. Develop or evaluate course and module-level objectives
  d. Develop a course map
  e. ID and Faculty will build a course module to use as a pattern for the remainder of the course. Faculty can select course module/delivery template style or propose alternative format
• Request consultations with Instructional Designer as needed
• Create all course content
• Make adjustments or revisions to course to meet all 21 essential QM standards. Non-annotated QM Rubric available on QM website. Full QM Rubric available on completion of APPQMR Workshop
• Score at least 85% on the Internal Review
• Make adjustments or revisions to course to bring it to 85% within agreed upon timeline
• If adjustments are not made to revise course design by development end date, faculty developer forfeits second payment

Compensation Structure
Faculty developing a new course will be compensated $2500. Faculty submitting an existing course for redesign/Quality Matters Certification will be compensated $500.
New Course Design

- Half when course development agreement is approved by chair/dean and course development begins
- Half when the course development is completed and the course has completed internal QM

Redesign/QM Certification

- Full Payment at time of certification by QM

Course Development Milestones and Deliverables

The course development process is initiated by faculty having the course syllabus and this document approved by department chair and dean. At the initial meeting with Instructional Designer, the faculty developer will work with Instructional Designer to establish the timeline for this process, but it is expected to conclude within 12 weeks.

The course redesign process will follow the same timeline, with the additional step of submitting the course to Quality Matters for review and official certification. An Official QM Course Review typically takes 4-6 weeks. Additionally, a course must be taught at least once to be eligible for an official review. More information about the QM review process may be found on the ETS QM Review and FAQ page.

1. Complete Course Development Agreement below with signatures and send to ETS Director, UNA Box 5005.
2. Complete Applying the Quality Matters Rubric (APPQMR) workshop
   a. Spring 2018: APPQMR must be completed before final stipend disbursement
   b. After Spring 2018: APPQMR must be completed prior to starting the development process
3. Initial meeting with Instructional Designer
   a. Instructional Designer assists faculty with starting an internal review in the Quality Matters Course Review Management System (QM CRMS)
   b. Faculty provides course syllabus
   c. Develop or evaluate course and module-level objectives
   d. Develop a course map
   e. ID and Faculty will build a course module to use as a pattern for the remainder of the course. Faculty can select course module/delivery template style or propose alternative format
4. Additional meetings with Instructional Designer as scheduled/needed
5. Internal Review
6. Faculty member revises course as needed to meet QM Standards.
7. Design Completion
   a. Faculty Completes Outcome Response form in QM Course Review Management System (CRMS)
   b. Instructional Designer notifies department chair, dean, and ETS director that development is complete
   c. Course must be taught for at least once before being eligible for official Quality Matters review
8. Return Course Development agreement with final signatures to ETS Director, UNA Box 5005.
9. If this is a redesign, course is submitted to Quality Matters for review and official certification.

Internal Review Process
a. This review process is conducted using the same process an Official QM Review, but is conducted by a single Instructional Designer
b. Course design strengths and weaknesses are addressed using QM Standards
c. Report generated and sent to instructor utilizing the QM CRMS system
d. QM CRMS amendment process
   a. Adjustments made by instructor if needed
e. Adjustments approved by Instructional Designer
f. Faculty completes Outcome Response form in QM CRMS

Copyright/ Intellectual Property
The University’s Copyright Policy can be located on the university’s website at https://www.una.edu/employee-policy-manual/policies/copyright-policy.html.

Student Accommodation/Accessibility
The University’s Accommodation Policy can be located on the university’s website at https://www.una.edu/titleix/policies.html.

Course Templates
UNA Course templates are available in the Canvas Commons repository.

Syllabus and Course Checklist
Required syllabus and course content are listed on the Syllabus and Course Checklist. Current required Syllabus components including policy statements are provided in links within the checklist document.

Current required syllabus statements may also be found in the Faculty Resources page on the Academic Affairs & Provost website: https://www.una.edu/academics/.

Cancellation
The University of North Alabama reserves the right to cancel payments for faculty course developer if the terms of this agreement are not met.

Completion and Approval
Course design is considered complete when development criteria listed above are met. The signature of the Educational Technology Services director will signify that the course has been designed according to QM standards and that course development compensation may be distributed.
### Course Development Agreement

<table>
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<th>Course Prefix and Number:</th>
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</thead>
<tbody>
<tr>
<td>Course Title:</td>
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<tr>
<td>Academic Department:</td>
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<td>Faculty Course Developer:</td>
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<td>First term course will be delivered:</td>
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<td>Date by which course will be developed:</td>
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<tr>
<td>Development Type</td>
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<tr>
<td>Payment rate of half at design start/final half upon completion:</td>
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<tr>
<td>Attached Documents:</td>
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<tr>
<td>Syllabus:</td>
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<td>Other:</td>
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#### Signatures
The Course Development Contract must be signed by:

- Faculty course developer
- Chair of the academic department
- Dean of the academic department
- Director of Educational Technology Services
Signatures—Development Stage

Faculty Course Developer:
__________________________________________________________________________ Date ________________

Department Chairperson:
__________________________________________________________________________ Date: ________________

Dean:
__________________________________________________________________________ Date: ________________

Director, Educational Technology Services:
__________________________________________________________________________ Date: ________________

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Signatures—Approval upon Course Completion

Faculty Course Developer:
__________________________________________________________________________ Date: ________________

Department Chairperson:
__________________________________________________________________________ Date: ________________

Dean:
__________________________________________________________________________ Date: ________________

Director, Educational Technology Services:
__________________________________________________________________________ Date: ________________