

NEW ONLINE COURSE WORKFLOW

The flow chart on the following page is intended to show how a first-time online course gets on the course schedule. The description below further explains the process.

The Department takes actions and makes decisions shown on the flow chart in light brown. The chair is the key player in the process. The faculty member does all the important work, but is only shown once in the process, when the quality rubric is completed.

The Faculty Coordinator of eLearning and Distance Education, shown on the flow chart in light-blue, certifies that two requirements are met before the Registrar, shown in gold, can list the course: (1) the DE Readiness course has been completed, and (2) a draft syllabus is made available. In the instance of an instructor still enrolled in the DE readiness course, the proposed online course is typically approved for listing by the Registrar in anticipation of the syllabus being completed during the latter stages of the readiness course. The coordinator also works with the department to pay a course demonstration fee if the online course is being offered the first time by a given instructor and if the course is fully online. Another consideration is that each instructor can only get paid to develop one special topics course. Subsequent special topics courses are allowed but do not qualify for the stipend.

Payment to faculty to demonstrate a course follows this sequence: (1) the approved course is offered after the instructor completes the readiness course and submits a syllabus, (2) the course is offered online and the semester ends, (3) the quality rubric is completed, and (4) the add-pay form is signed by the department chair and school dean and sent to the coordinator, who sends it through to the provost.

FIRST-TIME ONLINE COURSES

