

# **WCHHS Policies for Developing Online Courses**

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# WellStar College of Health and Human Services

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<i>*pages 9-11 should be completed, signed and returned via email or hardcopy to the Dean's Office</i>	

The WellStar College of Health and Human Services Policies for Developing Online Courses document is designed to explain the online course development policies for faculty in WellStar College. **Failure to meet the conditions of the Compensation Policy will result in no payment. There are no extensions granted, and no exceptions.** The financial consequences are: not receiving the payment because of a salary cap overage and/or accepting a reduced amount in order to not exceed the applicable salary cap.

If you have any questions regarding the policies, please contact the Dean's Office.

### **WCHHS Information:**

- Online course development funds will be distributed by the Dean's Office.
- Requests for funds for course development must be submitted by Department Chairs/Directors to the Dean's Office.
- **All faculty (full or part time) in WCHHS must be certified to teach online** before they can develop an online course. Online teaching certification can be earned by successfully completing one of the following pathways:
  1. Successfully completing the Distance Learning Center's Teaching Academy for Distance Learning ([TADL](#)).
  2. Successfully completing the Distance Learning Center's Online Course Facilitation Program ([OCFP](#)).
  3. Successfully completing the CETL's [Online Course Development Workshop](#) (OCD).
  4. Successfully completing the College of Humanities and Social Sciences Build a Web Course Workshop.
- **Online Course Development funds will be disbursed ONLY when the course has been approved by KSU**

**The following opportunities are available for Full Time Faculty:**

- The total maximum payment for full time faculty is **\$4000**, per course developed, as outlined below.
- For designing, developing, and obtaining QM approval, a new online course (courses must be shared with the department/college to be eligible for disbursement of funds), full time faculty will receive **\$4000**.
- 95% or more of the course must be online to be eligible for the development payment.
- **Once approved, the developed course must be taught online within the next 12 months.**
- Compensation provided **cannot** exceed the 20% salary cap (33.33% in summer for 9-month faculty).
- Faculty cannot receive both a workload reduction and the \$4000 payment for developing an online course

*In rare circumstances, part time faculty may develop online courses per the need in the department. Department Chairs/Directors should alert the Dean's Office if a part time faculty member will be developing an online course.*

## **Shared Use of Courses:**

This incentive program is intended to encourage the development of online courses within WellStar College in an efficient manner. One component of this is to incentivize the creation of a “master course” for a particular catalog number that can be used by other faculty teaching that course.

As noted above, faculty that are compensated are required to make all class materials available for use by other faculty as needed. Additionally, ***those faculty members using another’s course are expected to adhere to the following guidelines:***

- Faculty members using an online course developed by another faculty member are allowed use of the course content, but are not allowed to leverage that content for personal endeavors (e.g. consulting).
- Faculty members using a master course developed by someone else are expected to maintain the overall approved structure and organization of the course as developed. Faculty members using an online course developed by another faculty member cannot change the course more than 15% (otherwise, the course will have to be re-reviewed by KSU using the QM guidelines)
- Course content (e.g. video lectures, audio, other learning content) in the master course is expected to be used in good faith and adapted over time in a manner that does not change the structure or organization of the course.
- Recorded content from the master course is not intended to be used during classroom time in the place of live professor-student interactions.

## **Payment Deadlines for Course Development**

- Online course development funds will be dispersed at the end of each semester. **Funds will be disbursed ONLY when the course has been approved by KSU.**
  
- The deadline for **full time faculty submitting completed work** and requesting payment from WellStar College are as follows:
  - November 13<sup>th</sup> (Submit for payment in December/January Payroll)
  - April 13<sup>th</sup> (Submit for payment in Maymester Payroll)
  - July 13<sup>th</sup> (Submit for payment in August Payroll)
  - *These dates are not reflective of the Online Course Submission **Deadlines for KSU/QM Certification**. Please see posted deadlines for KSU/QM Review from the Distance Learning Center at: (<http://distancelearning.kennesaw.edu/review/index.php> - see "Online Course Submission Deadlines")*
  
- All faculty should complete the following tutorial in order to better understand the compensation process and Board of Regent Rules regarding compensation:
  - <http://www.kennesaw.edu/elearning/Workshops/workshopwebsite2015/Tutorial/index.html>
  - Please attach your certificate of completion for the tutorial in an email to the Dean's Office when requesting your payment.

**Checklist for faculty wishing to develop an online course:**

- Are you certified to teach online courses through the KSU Office of Distance Learning?
  - If not, please contact the Dean's Office for information on becoming certified to teach online courses.
- Has your Departmental Curriculum Committee approved this course transitioning to online?
  - If not, please contact your Department Chair/Director.
- Has your Department Chair approved you to transition this course to online?
  - If not, please contact your Department Chair/Director.
- Are you planning to teach any classes in the summer?
  - If so, how many?
  - If so, please email the Dean's Office to confirm summer class schedule.

**WCHHS Payment Policy - At a Glance:**

	Full Time Faculty (and Limited Term 1 Year Faculty)
Online Teacher Training (certified to teach online through Distance Learning Center or WCHHS)	\$0 (BoR policy)
Design, develop, obtain QM approval of new Online Course (95% or more must be online)	\$4000
<i>Total maximum payment per online course developed</i>	<i>\$4000</i>

\$4000 is the ***maximum*** payment amount per course developed



# WellStar College

## Faculty Memorandum of Understanding

Name: \_\_\_\_\_

Department/School: \_\_\_\_\_

Full-time

Rank:

Professor     Associate Professor     Assistant Professor

Lecturer     Instructor     Full-time temporary

Years at KSU: \_\_\_\_\_

**I understand the following conditions are required in order to receive the \$4000 payment (initial each item):**

\_\_\_ If I am not already certified to teach online, I will enroll on and complete a CETL/DLC/WCHHS Online Course Development Workshop immediately [http://www.kennesaw.edu/cetl/upcoming\\_events.html](http://www.kennesaw.edu/cetl/upcoming_events.html)

\_\_\_ My course content will be prepared in advance of the sessions offered by CETL/DLC/WCHHS

\_\_\_ I will submit my course for KSU's internal QM review in accordance with the deadlines posted by the Distance Learning Center at: <http://distancelearning.kennesaw.edu/review/index.php> - see "Online Course Submission Deadlines"

\_\_\_ This payment **will not** exceed my 20% salary cap (33.33% in summer for 9-month faculty)\*

\_\_\_ I have the support of my department chair/director for my participation in this initiative and to offer this course online

\_\_\_ I understand that the continuous improvement of online courses is the responsibility of the faculty member developing the course

\_\_\_ I understand that my online course will be re-reviewed every three (3) years through the Quality Matters process.

*\*If this payment exceeds the 20% or 33.33% salary cap, please contact the Dean's Office.*

\_\_\_ I understand that this is an institution assisted effort as defined by the University Handbook - [http://kennesaw.edu/handbooks/university/section5\\_2.php#2](http://kennesaw.edu/handbooks/university/section5_2.php#2)

Course subject/number proposed (must have previously offered this course via face to face or hybrid instructional methodology): \_\_\_\_\_

Rationale for offering this course online: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note, priority will be given to fully online courses that have not been previously offered.*

**Who will teach this course?**

- I will teach this course
- Another full time faculty member will teach this course (name: \_\_\_\_\_)
- Another part time faculty member will teach this course (name: \_\_\_\_\_)

\_\_\_\_\_  
Signature\*\*

\_\_\_\_\_  
Date

*Signature indicates understanding of terms and conditions and requirement to offer this course **within the next 12 months***

\_\_\_\_\_  
Department/school chair/director signature\*\*\*

\_\_\_\_\_  
Date

*\*\*\*Signature indicates review and approval of proposal and course to be converted*

**Compensation Policy:**

I understand that I alone am responsible for checking to see if I am eligible to receive the compensation for professional development. The responsibility for finding and verifying this information does not fall to my department chair or personnel in the Dean's Suite or the CHSS Office of Distance Education. The responsibility for finding and verifying this information does not fall to anyone in my department besides myself. By signing below, I have verified that:

For full time faculty: This payment will not exceed my 20% salary cap (33.33% in summer for 9-month faculty). Further, I will not exceed my salary cap by accepting this compensation in June. ***I understand that this course does count towards my summer cap.*** I also understand that I must meet all deadlines (please consult schedules). I understand that deadlines must be adhered to in order to receive compensation.

For full time faculty: **I understand that I cannot receive both a workload reduction and the \$4000 payment for developing an online course. Please indicate here if you are receiving a workload reduction, or the \$4000 payment:**

- Workload reduction (negotiated with Director/Department Chair) \_\_\_\_\_(initial here)  
or  
 \$4000 payment \_\_\_\_\_(initial here)

***Failure to meet the conditions of the Compensation Policy will result in no payment. There are no extensions granted, and no exceptions.***

I understand that the financial consequences are:

- Not receiving the payment because of a salary cap overage
- Accepting a reduced amount in order to not exceed the applicable salary cap.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

