

Online Course Development Procedures

DMACC offers to pay instructors \$500 per credit for the *online* portion of a course if the course has never been taught online before. Follow the instructions below. All steps and forms must be completed and submitted to Distance Learning in order to be paid.

STEP 1:

Contact Distance Learning to determine if the course you are wanting to teach web blended/online has previously been developed or is currently in development. Our contact information can be found on the “Contact Us” page (<https://www.dmacc.edu/online/pages/fcontact.aspx>).

STEP 2:

Contact Distance Learning to set up an appointment with your Dean/Provost to determine if there is a need for your desired course. Please follow this procedure:

1. Complete the **Online Course Development Application** (<https://www.dmacc.edu/online/Documents/OnlineCourseDevelopmentApplication.pdf>). Then distribute it to your Program Chair, District Chair (if applicable), and Dean/Provost for approval signatures.
2. Submit the application to Distance Learning. A meeting with you, Distance Learning, and the District Chair or designee might be required.

STEP 3:

An Instructional Designer will contact you after your grant is received and approved. A course shell will be provided in Blackboard for you to use for development of the course. *Prior to initiating work on the course*, schedule an appointment with the Instructional Designer for assistance with the following:

1. Review the **Online Course Checklist** (<https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/OnlineCourseChecklist.pdf>) and understand the best practices in online course design.
2. Enroll in **Blackboard Blended/Online Training** if you have not already completed it (<https://www.dmacc.edu/online/Pages/blackboardtng.aspx>).
3. Adjunct Faculty Members: You are required to fill out the **Adjunct Time Tracking Sheet** (https://www.dmacc.edu/online/Documents/AdjunctTimeTrackingSheet_OnlineCourseDevelopment.pdf) as you develop the course. You will submit it to HR as part of Step 4.

STEP 4:

After you finish course development and before the class begins, proceed as follows:

1. Meet with the Instructional Designer who will complete the **Online Course Checklist** (<https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/OnlineCourseChecklist.pdf>) as you review your new online course. Make any necessary changes to your course in order to receive the Instructional Designer's approval on the checklist.
2. After the Instructional Designer approves the checklist, Distance Learning will notify the appropriate people and the “Personnel Action Notice” will be completed.
3. Adjunct Faculty Members: Submit the completed **Adjunct Time Tracking Sheet** (https://www.dmacc.edu/online/Documents/AdjunctTimeTrackingSheet_OnlineCourseDevelopment.pdf) to Carrie Haefner (cahaefner@dmacc.edu), Compliance Coordinator in Human Resources.