

DES MOINES AREA COMMUNITY COLLEGE  
EDUCATIONAL SERVICES PROCEDURES

FACULTY

Section: INSTRUCTIONAL ADMINISTRATION  
Procedure: Online Course Development Procedure  
Effective Date: July 1, 2018  
Procedure Number: ES4077

I. Scope

To define the rules and procedures for the payment of the first time development of Online courses, including Web Blended courses.

II. Institutional Regulation

Des Moines Area Community College encourages the offering of courses in various methods to reach our students, including Distance Learning. Des Moines Area Community College realizes that the development of these online courses takes extra time for faculty. The Online Course Development stipend is established to acknowledge the extra time and demand of distance learning development.

Procedure

A. Eligibility

All faculty who teach credit courses at Des Moines Area Community College will be eligible to participate in the Online Course Development process.

B. Administration

The Online Course Development Program is administered under the direction of the Director of Distance Learning.

C. Application Procedure

1. The faculty member must complete the required online training prior to submitting an application for development.

2. Complete the Online Course Development application.

3. Process

Step 1 Contact the Distance Learning department to verify the course is eligible to be delivered online.

Step 2 Complete the Online Course Development Application and obtain the required signatures. Submit the application to the Distance Learning department.

Step 3 A Distance Learning instructional designer will create a course development shell and contact the faculty member with information regarding the design of the course.

Step 4 The Content Area Design Team (ES 4076) will finalize the development of the course by meeting with an instructional designer for the purpose of reviewing the course against the Online Course Checklist (located on the Online Learning website) and receiving approval on the development.

D. Deadline for Application

Completed applications may be submitted to the Distance Learning department at any time. Work on the course must be completed one month prior to the start of the semester in which it will be offered in order to address any platform issues.

E. Compensation

1. New online course development will be funded at \$500 per credit hour. Release Time is not available for Online Course Development. If an exception to that is required, the appropriate supervisor and the Vice President of Academic Affairs must approve this prior to the beginning of the project.
2. Payment to the applicant will be made when all requirements have been met as outlined in the application and certified by the Distance Learning department.
3. All adjunct development time will be tracked using the Adjunct Time Tracking Sheet included in the Online Course Development Application and submitted to the Distance Learning department.

F. Course Design Certification Requirements

The course design must be developed in accordance with this procedure and ES4076 and will adhere to the Online Course Checklist before the course can be taught online and the payment processed.

APPROVED:



8-24-18

\_\_\_\_\_  
Date: \_\_\_\_\_  
Vice President, Enrollment Services & Student Success



8-27-18

\_\_\_\_\_  
Date: \_\_\_\_\_  
Vice President, Academic Affairs



8-28-18

\_\_\_\_\_  
Date: \_\_\_\_\_  
Executive Vice President, College Operations

# Online Course Development Application

Course Number and Name: \_\_\_\_\_

### Applicant Information

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

Status: \_\_\_ Full-time \_\_\_ Adjunct\*

College Address: \_\_\_\_\_  
\_\_\_\_\_

College Phone Number: \_\_\_\_\_

College Username: \_\_\_\_\_

\* *Adjunct instructors must fill out the Adjunct Time Tracking Sheet and submit it to HR.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Course Information

Year First Offered: \_\_\_\_\_

Term Offered: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

Course Type: (choose one)

\_\_\_ Web-Blended\*\* (part online, part face-to-face)

\_\_\_ Fully Online (no face-to-face)

### Payment Information

Credits Online: \_\_\_\_\_

Credits Face-to-Face\*\*\*: \_\_\_\_\_

@ \$500 per online credit =

Total: \$ \_\_\_\_\_

**\*\* Instructors will only be paid for the online credit hour(s) of the course.**

Administrative Action	Distance Learning Office Use Only
<p>_____ Program Chairperson</p> <p style="text-align: right;">_____ Date</p> <p>_____ District Chair (if applicable)</p> <p style="text-align: right;">_____ Date</p> <p>_____ Dean/Provost</p> <p style="text-align: right;">_____ Date</p> <p>_____ Distance Learning</p> <p style="text-align: right;">_____ Date</p>	<p>Date Received: _____</p> <p style="text-align: center;"><b>Checklist Approval</b></p> <p>_____ Instructional Designer</p> <p style="text-align: right;">_____ Date</p> <p style="text-align: center;"><b>Approval for Payment</b></p> <p>_____ Distance Learning</p> <p style="text-align: right;">_____ Date</p> <p>Amount: \$ _____</p>

Be sure to complete and attach the *Online Course Plan* (pages 2 and 3) that follows.

## Online Course Plan

(Attach this to the *Online Course Development Application*.)

**Course Name, Number and Description:** *(Provide a short overview of topics to be covered.)*

**Evidence of Need:** *(Explain why this course should be taught online. Is it part of a program, needed for businesses, needed for other campuses, etc.?)*

**Number of Students to Be Served Annually:** \_\_\_\_\_

### Course Plan Summary:

**Content:**

*How will your content be disseminated to students? How will you share your expertise?*

Component	Yes	No	Describe:
Written lectures			
Recorded lectures (audio/video?)			
Assignment guidelines			
Guided online discussions			
Readings			
Case studies			
Other:			

**Tools:**

*What tools will you utilize in your course to help the students throughout the course?*

Component	Yes	No	Describe:
Discussion/chat			List any 3rd party online sites you will be using (such as CourseCompass, ExamView, etc.).
Links to other online resources			
Videos			
Self-tests			
Glossary of terms			
Quizzes/tests			
Assignments			
Readings			
Other:			

**Interaction and Collaboration:***How will students interact with each other and the instructor?*

Component	Yes	No	Describe:
Email			
Chat rooms			
Learning communities			
Group projects			
Student presentations			
Other:			

**Assessment:***What type of assessment activities will be included in the course?*

Component	Yes	No	Describe:
Essays			
Peer review			
Online research			
Group projects			
Interviews			
Worksheets			
Learning objects			
Presentations			
Student webpages			
Other:			

**Evaluation Plan:***(Describe a plan for evaluating the success of the course, the effects of the materials on student learning, and the feasibility of the instructional approach.)*

