

## **Illinois Valley Community College**

### **Online Course Development Process**

*From the IVCC Full-Time Faculty Contract, 2018-2021*

#### Distance Learning Definitions

Distance learning – Learning in which students are separated from the instructor by place or time and utilizes text, voice and/or video technologies to facilitate communication. Self-paced courses lacking regular and substantive interaction are not distance learning courses, thus they are not covered by provisions of this agreement.

Online course – a course whose delivery method is dependent on the use of the Internet. Online courses follow a prescribed schedule and include regular interaction between students and the instructor. Campus attendance is not required, with the possible exception of proctored tests.

Blended course – a course in which the format is adapted through use of the Internet. Seat time is significantly reduced in a blended course, based on the extent to which the course objectives can be met using alternative teaching methods. The faculty member links elements of traditional classroom instruction with relevant and meaningful online activities, assessing students in both components of the course.

#### Development

A faculty member who intends to teach a blended or online course that he or she has not taught before in a blended or online format will receive a stipend equivalent to three credit hours of overload pay or three credit hours of reassigned time if the faculty member completes the following activities within one calendar year:

1. Submits the “Intent to Teach Distance Learning Course” form for approval by the supervising administrator, the Director of Learning Resources, and the Vice President for Academic Affairs;
2. Completes an appropriate external learning experience equivalent to at least two credit hours of graduate study;
3. Completes an in-house “Teaching Online at IVCC” course (when developed); and
4. Applies a quality assessment tool to a completed unit of the distance learning course for approval by a review team.

The reassigned time will be granted during the semester prior to anticipated course delivery. A faculty member who is granted reassigned time but does not complete the development activities will be expected to reimburse the College or complete an otherwise compensable duty equivalent to teaching a three-credit hour course assigned by the supervising administrator or academic Vice President.

Graduate credit hours earned through the development activities may not be used for salary advancement unless the faculty member chooses not to receive the stipend or release time.

A faculty member may pursue the development activities and receive the stipend or reassigned time no more than once every three years unless the College determines a need for a blended or online course and requests that a faculty member develop the course. In such case, the restriction of receiving the stipend or reassigned time no more than once every three years will not apply to the faculty member who agrees to develop the course. In such a situation, the faculty member who previously completed the four development activities outlined above and received the stipend or reassigned time will, in the same three-year period, receive an additional stipend equivalent to three credit hours of overload pay or three credit hours of reassigned time if the faculty member develops a blended or online course and completes the following activities within one calendar year:

1. Submits the “Intent to Teach Distance Learning Course” form for approval by the supervising administrator, the Director of Learning Resources, and the Vice President for Academic Affairs; and
2. Applies a quality assessment tool to the completed distance learning course for approval by a review team.

### Delivery

Blended and online courses will follow the “Best Practices and Expectations for Courses,” as found in the Faculty Handbook.

The first time a faculty member teaches an online course, he/she will receive the equivalent of one (1) hour of additional overload compensation. Any subsequent time the same faculty member teaches the same course, there will be no additional compensation.

Blended and online courses may be used for normal load or overload for a faculty member’s schedule.

Blended and online classes shall have a minimum enrollment of students for the class to be considered as part of a faculty member’s normal load. However, blended and online courses may be permitted to run with low enrollments the first two times they are taught and may be compensated as a course with full enrollment and considered as part of normal load. Thereafter, they are expected to reach the enrollment level of the same, or similar, courses taught in a face-to-face format.

Blended and online course sections, like on-campus sections, will be cancelled if a section does not reach the minimum enrollment unless the faculty member and supervising administrator agree during the schedule development process that it is appropriate for the section to be taught with low enrollment.

Compensation for blended and online sections with low enrollment will be  $1/10$  overload rate X the number of equated hours of course X the number of students.

Credit hour compensation for blended and online courses will be the same as classes taught on campus, including classes with lab sections.