

Course Development, Compensation, and Approval: Faculty who are interested in building a course for the online environment (either fully online or hybrid), or re-building a course that has previously been taught online or in a hybrid format, need to follow the procedure outline below:

1. Have completed the 3-credit-hour EDUC 293 course, Online Curriculum Design and Instruction, offered at UNM-Valencia. Or must have completed an approved training program. Approval of required training is determined by the Faculty Online Teaching and Review Committee (FOTRC).
2. Receive express **written** approval of the Division Chair and the Dean of Instruction to develop the course. It is assumed that the Division Chair and Dean of Instruction will determine if this course is needed and will likely achieve enrollment requirements for it to run. The Division Chair and Dean of Instruction should also determine if this course has been taught online or as a hybrid course in previous semesters, and indicate if this will be building a new online or hybrid course (can be an existing course only taught face-to-face previously), or is a re-build of an existing online or hybrid course.
3. Submit application to the FOTRC for approval. The committee will review the credentials of the faculty member proposing to design an online or hybrid course. If the application is for a re-design, the Committee will also determine the quality of the existing course to determine the compensation level for the faculty member applying.
4. The application should be received at ***least one semester prior*** to the faculty member ***beginning development of the course***, or, a re-design may be initiated by the result of an internal review conducted by the FOTRC. Also, the application should have the written approval of Division Chair and Dean attached.

For courses which have not previously been offered online or in a hybrid format, the faculty member will be paid \$167 per credit hour per course, or no more than \$500 per course, for the development of the course.

For online or hybrid courses which have previously been developed and taught at our campus, the process for determining compensation will be as follows:

- If the course has not yet gone through a Quality Matters (QM) internal review, the Committee will conduct such a review.
- If during the internal review the Committee determines that the course
 - meets 7 or fewer of the 23, 3-point required standards on the QM rubric (6th ed.), the faculty member rebuilding the course will be compensated as if it is being newly designed as an online or hybrid course (\$167 per credit hour per course, or no more than \$500 per course).
 - meets at least 8 but no more than 13 of the 23, 3-point required standards on the QM rubric (6th ed.), the faculty member will be compensated two-thirds the amount usually given for building an online course (\$334 per course).

- meets at least 13 but no more than 17 of the 23, 3-point required standards on the QM rubric (6th ed.), the faculty member will be compensated one-third the amount usually given for building an online course (\$167 per course).
- meets more than 17 of the 3-point required standards, but does not meet all of them, the faculty member is strongly encouraged to make the suggested improvements to the course but will not be compensated.

Once a course has been developed for the online environment, the faculty member will copy their course into an archive shell that will be available for copy. This is to ensure that any other faculty member assigned to teach the online or hybrid course can use the reviewed design, and will not need to build their course from the beginning. Also, be aware that the course as a whole will become the intellectual property of UNM-Valencia as described in Section E70 of the Faculty Handbook (<http://handbook.unm.edu/policies/section-e/e70.html>, in particular section 6 about technological works).

If the faculty member has been approved for compensation, the shell should then be reviewed by the Division Chair to ensure that it is a complete course. This review is not a QM internal review; the Division Chair needs only to determine that the course meets the required Student Learning Objectives for that course. This review by the Division Chair may happen during or immediately after the first semester in which the course is taught with the new design. Once the design is complete, the faculty member will be compensated as described above.