



Category
DISTANCE EDUCATION – 2:05:00:00
Approval
Corresponding Policies: TBR Guideline A-070 , TBR Guideline A-075 ; TBR Guideline G-030 , TBR Policy 2:05:00:00 , TBR Policy 4:02:10:00 , TN eCampus Course Developer Manual ; MSCC Policy 2:10:00:00
Leadership Council Approved: February 3, 2017
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Revised: November 12, 2013; February 3, 2017
Responsible Party: Vice President for Academic Affairs

I. PURPOSE

The purpose of this policy is to describe the procedures and guidelines for implementing, maintaining, and evaluating distance education courses at Motlow State Community College.

II. DEFINITIONS

A. Distance Education

1. As defined by Tennessee Board of Regents (TBR) Policy 2:05:00:00, “distance education occurs where there is a physical separation of the teacher and the learner and when communication and instruction take place through, or supported by, any technological means such as telephone, radio, television, computers, satellite delivery, interactive video, or any combination of present and future telecommunication technology.”
2. For purposes of this policy, Motlow State Community College embraces the TBR definition of distance education (Policy 2:05:00:00), as well as that of The Commission on Colleges, Southern Association of Colleges and Schools, “distance education is defined as a formal education process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. A distance education course may employ correspondence study, or audio, video, or computer technologies.” Instruction may be synchronous or asynchronous.
3. Synchronous instruction shall be defined as instruction requiring the simultaneous participation of all students and instructors. It is oftentimes referred to as “real-time instruction”, i.e., it provides for direct and immediate interaction between students and teachers. Such instruction may use online resources like chat rooms, web conferencing, etc., that can eliminate certain place-bound classroom constraints, but such instruction does not eliminate time-bound constraints.
4. Asynchronous instruction shall be defined as instruction that does not require the simultaneous participation of all students and instructors. It is based on student self-paced study combined with online resources such as threaded discussions, streaming video, individual email and listservs, voice boards, etc., to facilitate information sharing between students and instructors. Asynchronous instruction is not constrained by place or time.

B. Types of Courses

1. Online Course: An asynchronous course conducted online via the Internet; no on ground instruction, no on ground classroom time (labs conducted online or in person); may utilize online or proctored testing.
2. Hybrid Course: A course that combines synchronous and/or asynchronous online instruction with traditional on ground face-to-face instruction. For purposes of additional compensation to develop, the course must be deemed a substantive change by the Vice President for Academic Affairs. To be considered for a hybrid designation, the course content must be at least 50% online.
3. TN eCampus Course: A course conducted online via the Internet; no on ground instruction, no on ground classroom time (labs conducted online or in person); courses are identified with a prefix of RXX in the class schedule; may utilize online or proctored testing.
4. ITV Course: Students attend class in classroom or off-campus classroom location. Students communicate with each other and the instructor in a fully interactive, real-time classroom through both the Internet or television monitors, video cameras, microphones, and or supplemental technology; may utilize online or proctored testing.

C. Distance Education and Intellectual Property

1. As outlined in TBR Guideline No. A-075 Distance Education and Intellectual property, “the legal rights and responsibilities of creators, and distributors of distance education/tele-course material within the Tennessee Board of Regents system, including ownership of copyright on distance education materials created by TBR faculty and employees.

III. IMPLEMENTING DISTANCE EDUCATION COURSES

A. Development of Distance Education Courses

1. Development of Distance Education Courses
 - a. Definition: A “New Distance Education Course” is a course that is currently not in the Motlow State Community College Inventory of Courses but one which is developed as both a new college course and a new distance education course simultaneously. (Note: The type of course may be any of the course types outlined in paragraph II. B. above.)
 - b. A request to develop a New Distance Education Course shall be submitted to the appropriate curriculum chair/director. The request shall be prepared as a “new course proposal” in accordance with Motlow Policy No. 2:10:02:00, as modified below.

New Course Proposal for a Distance Education Course

- i. Course number
 - ii. Complete course title
 - iii. Complete catalog description
 - iv. Credit hours
 - v. General objectives
 - vi. Specific objectives
 - vii. Need for the course and its place in the curriculum
 - viii. Educational media and support requirements
 - ix. Recommended class size/limits
 - x. Transferability
 - xi. Textbook choice, if known
- c. The appropriate curriculum chair/director shall investigate the validity and need for the course within his/her department.
 - d. The appropriate curriculum chair/director shall submit the proposal, along with his/her recommended approval/disapproval, to all academic deans and the Vice President for Academic Affairs.
 - e. After consulting with the academic deans, the Vice President for Academic Affairs will approve or disapprove the proposed course, and return the proposal to the appropriate curriculum chair/director.

- f. If approved by the Vice President of Academic Affairs, the appropriate curriculum chair/director shall submit the proposal to the Academic Affairs Committee.
 - g. When developing a distance education course from an existing course in the catalog, the course is submitted to the Academic Affairs Committee as an information item only and does not require approval unless substantive changes are being made to the existing course.
 - h. The Academic Affairs Committee shall approve or disapprove of the new distance education course proposal. The action(s) of the Academic Affairs Committee is submitted to the college President for final approval/disapproval.
 - i. Once the distance education course is approved by the college President, the appropriate dean shall be responsible for ensuring the maintenance and scheduling of the course as prescribed by existing college procedures and policy. If the course being developed is an online or hybrid course, the Dean of Digital First Learning shall also ensure that the following actions are completed.
 - i. Prepare a "Work Made for Hire Agreement" (WMHA) (reference Appendix 1) for an online course to be signed by the Vice President for Academic Affairs. The WMHA shall be maintained by the Dean of Digital First Learning.
 - ii. The development of the online course shall be in accordance with the online course standards outlined in Appendixes 2 – 4.
 - j. The deans, with input from the appropriate curriculum chairs/directors, shall recommend the appropriate schedule of ITV courses necessary to meet the needs of the students. The Vice President of Academic Affairs shall have the final decision on scheduling ITV courses.
- B. Purchasing a Distance Education Course from an External Source
1. Definition: "Purchasing a Distance Education Course from an External Source" is to purchase from an individual or business a personally or commercially produced Distance Education Course, and/or parts or portions thereof, to be offered and included within the institution's existing Inventory of Courses. ("Purchasing from an External Source" may include purchasing a copyrighted course, and/or parts or portions thereof, from a Motlow faculty/staff member as defined under Federal Law 17 U.S.C. and TBR Guideline No. A-075.)
 2. A request to purchase a Distance Education Course from an external source for a course not currently existing in the college's Inventory of Courses, shall be submitted in accordance with the procedures outlined in Paragraphs III. A. 1. above and III. B. 4. below.
 3. A request to purchase a Distance Education Course from an external source for a course that currently exists in the college's Inventory of Courses, shall be submitted in accordance with the procedures in Paragraphs III. A. 2. above and III.4. below.
 4. A Distance Education Course purchased from an external source shall be in accordance with TBR Guideline G-030 and Policy 4:02:10:00, and applicable Motlow State Community College purchasing and contracting procedures/policies.
 - a. Predicated on the final approval to use an externally produced Distance Education Course, the appropriate division shall submit the necessary requisition to the Business Office.
 - b. Once the requisition is approved, the division will coordinate with the Business Office to ensure that the appropriate contract is completed.
 5. In those instances where an individual or a business solicits to sell copyrighted Distance Education Courses (and/or parts or portions thereof) to the institution, the Vice President for Academic Affairs shall serve as the institutional "Authorized Officer" point-of-contact.
 - a. The Vice President for Academic Affairs shall receive the copyrighted material and present the material to the curriculum chair/director for review.
 - b. The curriculum chair/director shall investigate the validity and need for the course within his/her department.
 - c. In the event that the department decides to utilize the provided distance education material, a request will be initiated in accordance with Paragraphs III. A. 1., III. A. 2., and III. B.
- C. Cloning of Online Courses - Information and directions for preparing courses for presentation during any particular semester, i.e., process for cloning courses, is provided in Appendix 8.

- D. TN eCampus Online Degree Program - Information pertaining to the TN eCampus Degree Program of the Regents Online Campus Collaborative is provided in Appendix 4.

IV. FACULTY PREPARATION, LOAD AND COMPENSATION

A. General

1. Faculty teaching online courses shall possess the same academic or teaching credentials/qualifications as those prescribed by the Commission on Colleges Southern Association of Colleges and Schools Faculty Credentials Guidelines, and Motlow State Community College Policy 5:02:02:30, Faculty Promotion.
2. The teaching load for all Motlow State Community College full time faculty is 15 semester credit hours per term, or 30 semester credit hours per academic year, as described in Motlow State Community College Policy 5:10:00:00, Faculty Class Assignment, Teaching Load, and Summer School.
3. Motlow State Community College distance education courses shall be considered the same as all other college courses when determining faculty load and teaching assignments. (Note: At the discretion of the appropriate dean, TN eCampus courses may be utilized in establishing a faculty member's required load and teaching assignment.)
4. Prior to developing or teaching a distance education course, the Dean of Digital First Learning will ensure that the applicable faculty member has completed the necessary course development and/or instructor training.
5. To ensure proper and adequate training, the Dean of Digital First Learning is responsible for developing, scheduling and conducting all required online course developer and instructor training. These training sessions may be offered on ground and/or online. Unless waived by the Dean of Digital First Learning, it is mandatory that a faculty member complete the required developer and/or instructor training prior to developing and/or teaching an online course, and as a minimum, must complete one developer and/or instructor refresher training session each year, in order to be eligible to continue to teach an online course or serve as an online course developer and/or maintainer.

B. Scheduling

1. When scheduling distance education courses, the academic deans/assistant deans, in consultation with appropriate curriculum chairs/directors, shall determine faculty assignments after considering the WMHAs, (course developer/maintainer) load, seniority, rank, online teaching experience, incorporation of teaching technology, evaluations, administrative responsibilities and training. A majority vote of the deans is required to assign distance education courses to faculty.
2. In addition to providing the required online course developer and instructor training, the Dean of Digital First Learning shall also serve as the "developer/instructor resource center" for assisting faculty with the actual development and teaching of online courses. This assistance should include such information and support as is required to create the necessary course content modules, instructional links, resource material, uploading examinations, compliance with Americans Disabilities Act, etc. Additionally, the Dean of Digital First Learning shall also provide the training and assistance as is necessary to ensure that course developers/maintainers and instructors can effectively utilize all of the available online software management system tools and capabilities.
3. Because of the special demands that distance education courses place on faculty time and resources, faculty who prepare and/or teach such courses may receive special compensation for their efforts, as outlined in Section IV. B.
4. When preparing and teaching distance education courses that requires particular consideration not required of conventional classroom instruction, such as learning and maintaining competencies on various pieces of specialized equipment and software capabilities not usually needed in general classroom situations, faculty may be considered for special compensation as recommended by the Dean of Digital First Learning and approved by the Vice President for Academic Affairs.

5. Additionally, the process of continually maintaining and upgrading the knowledge, skills, and abilities necessary to sustain instructional currency, especially when that currency is associated with a constantly changing state-of-the-art alternative delivery technology, may also involve special consideration and/or recompense for the faculty involved.
6. Each distance education course must provide for interaction and timely feedback between students and faculty member(s) teaching the course.

C. Redistributed Time and Compensation

1. Interactive Television (ITV)

- a. No redistributed time or financial compensation will be provided for the development of ITV courses. However, since faculty have the option to periodically conduct an ITV course from any one of the individual teaching locations to which the course is being transmitted, compensation to cover travel expenses may be requested. (Requests for travel pay should be submitted in accordance with current Tennessee Board of Regents and Motlow State Community College policies.)
- b. Enrollment limits are determined by the Vice President for Academic Affairs after consulting with the appropriate curriculum chairs/directors.
- c. Unless waived by the Vice President for Academic Affairs, in order for an ITV course to be taught, the combined student enrollment for all locations must equal the minimum number of students required for the institution to conduct that particular course on ground.
- d. For equated load purposes, any additional sections will be created only after approval of the Vice President for Academic Affairs.
- e. Ownership of course materials will reflect Federal Law 17 U.S.C. and TBR Guideline A-075

2. Online Courses

- a. To be eligible for compensation for developing a distance education course, a faculty member must first receive approval from the appropriate curriculum chair and the Dean of Digital First Learning.
- b. He/she shall be compensated for such work at the rate of \$700.00 per credit hour. Compensation provided for the initial development of the course, shall also cover all required course maintenance, e.g., instructional and material updates, general course revisions, etc., for the period of the initial Work Made for Hire Agreement (WMHA).
- c. The course developer will have the right to teach at least one section of the course when it is offered for three years. The developer is required to revise the course if needed to maintain academic standards for three years.
- d. Additional compensation for maintaining courses beyond the time period outlined in the initial WMHA, shall be at the rate of \$100 per course per year.
- e. The Dean of Digital First Learning shall be responsible for ensuring the appropriate development and/or maintenance WMHA is prepared as prescribed in Appendix 1.
- f. The Dean of Digital First Learning is also responsible for ensuring that the faculty member(s) involved receives the appropriate fiscal compensation as prescribed in the applicable WMHA.
- g. Enrollment limits are established by the Vice President for Academic Affairs, after consulting with the course developer and curriculum chair/director.
- h. The criteria used to determine class size/limits shall be the same as that used for a comparable non-distance education course. However, special concern should be given to those considerations peculiar to an online course, i.e., available technical support, amount of time required to communicate with students, testing procedures and support, etc.
- i. The class size/limits for an online course shall be reviewed as part of the routine curriculum review process of the appropriate discipline group and division.
- j. Ownership of course materials will reflect Federal Law 17 U.S.C. and TBR Guideline A-075.

3. Hybrid Courses

- a. Once a faculty member has developed and delivered a hybrid course to the institution, he/she shall be compensated for such work at the rate of \$700 per credit hour.
- b. Compensation provided for the initial development of the course, shall also cover all required course maintenance, e.g., instructional and material updates, general course revisions, etc., for the period of the initial Work Made for Hire Agreement (WMHA).

Additional compensation for maintaining courses beyond the time period outlined in the initial WMHA, shall be at the rate of \$100 per course per year.

- c. Faculty members developing a five week online course from an existing online course shall be compensated at the flat rate of \$700 per course.
- d. Faculty members developing a new five week online course shall be compensated at the rate of \$700 per credit hour.
- e. The Dean of Digital First Learning shall be responsible for ensuring the appropriate development and/or maintenance WMHA is prepared as prescribed in Appendix 1.
- f. The Dean of Digital First Learning is also responsible for ensuring that the faculty member(s) involved receives the appropriate fiscal compensation as prescribed in the applicable WMHA.
- g. Enrollment limits are established by the Vice President for Academic Affairs, after consulting with the course developer and the appropriate curriculum chair/director.
- h. Ownership of course materials will reflect Federal Law 17 U.S.C. and TBR Guideline A-075.

V. FACULTY, COURSE AND PROGRAM ASSESSMENT EVALUATION

- A. Faculty Evaluations- Faculty teaching distance education courses shall be evaluated in accordance with the existing Motlow State Community College faculty evaluation system.
- B. Course Assessment and Evaluation
 1. Online Courses - For purposes of this section, online courses are to be interpreted as either online or hybrid.
 - a. The content of a distance education course is the responsibility of the applicable curriculum chair/director and the faculty member(s) directly associated with developing, maintaining and/or teaching the course(s). Assessing the quality and effectiveness of a distance education course is a joint responsibility of the appropriate curriculum chair/director and the Dean of Digital First Learning.
 - b. As part of the initial course approval and assessment process, the appropriate curriculum chair/director shall employ the guidelines outlined in MSCC Policy 2:10:02:00, Course Development and/or Curriculum Change, and Part III of this policy.
 - c. Courses shall be developed and assessed in accordance with the standards and best practices described in Appendix 2 and 3.
 - d. After the online course has been developed and delivered to the college, i.e., delivered to the applicable curriculum chair/director, and before it is offered for the first time, the appropriate curriculum chair/director shall complete a final review to ensure that the course has been prepared in accordance with the approved proposal, and that it satisfies the standards and principles outlined in Appendixes 2 - 4.
 - e. At the time the online course is delivered, the course developer shall also complete and submit a Motlow State Community College Quality Assurance Survey for Online Courses, as provided in Appendix 5.
 - f. The curriculum chair/director will then review both the course and the submitted Motlow State Community College Quality Assurance Survey for Online Courses. Contingent on a complete and full review of all submitted material, the curriculum chair/director shall approve the course for implementation by signing the survey form in consultation with the Dean of Digital First Learning.
 - g. As deemed necessary, the curriculum chair/ director may recommend course changes and/or improvements to the course developer.
 - h. If this should be the case, the curriculum chair/director will record all required changes and/or improvements in the appropriate remarks column on the survey form, and return the form to the course developer, unsigned.
 - i. The course developer shall then be responsible for making whatever changes and/or improvements are required.
 - j. To indicate that the changes and/or improvements have been completed, the course developer will initial and date each change and/or improvement on the survey form, and then return the form to the curriculum chair/director.

- k. Once satisfied that all required changes and/or improvements have been completed, the curriculum chair/director will then sign and date the Motlow State Community College Quality Assurance Survey for Online Courses.
 - l. The curriculum chair/director will then submit the survey form to the Dean of Digital First Learning for final review/approval.
 - m. After review and approval, the Vice President for Academic Affairs will sign the survey form and return it to the appropriate curriculum chair/director.
 - n. When the curriculum chair/director receives the survey form from the Vice President for Academic Affairs, the online course is considered approved for implementation and can be included as part of the department's schedule of classes.
 - o. The Dean of Digital First Learning shall be responsible for filing and maintaining the Motlow State Community College Quality Assurance Survey for Online Courses form, for all online courses developed and/or offered within the department, for a minimum of five years.
2. Course Syllabus - The course syllabus contained within each online course, shall serve as both the course syllabus and course outline, as required by Motlow State Community College Policy 2:10:010.
 - a. As required by the policy, each online course syllabus shall be reviewed annually by the course developer/maintainer and corrected/updated as required.
 - b. For each annual review, the course developer/maintainer shall complete Part II of the Motlow State Community College Quality Assurance Survey for Online Courses (Appendix 5), and submit the form to the appropriate curriculum chair/director.
 - c. The course developer/maintainer should note any required corrections/updates that have been made to the syllabus under the remarks column on the survey form.
 - d. The Dean of Digital First Learning shall be responsible for filing and maintaining the Motlow State Community College Quality Assurance Survey for Online Courses form, for all online courses developed and/or offered within the department, for a minimum of five years
3. Student Online Course Evaluation:
 - a. Every online course offered by the institution will undergo a student online course evaluation each time it is conducted during the regular fall and spring semesters.
 - b. The Dean of Digital First Learning shall be responsible for coordinating the development and conduct of the student course evaluation instrument.
 - c. The results of each evaluation shall be tabulated and made available to the appropriate course developer/maintainer and curriculum chair/director and appropriate dean.
 - d. As required, the appropriate curriculum chair/director and/or dean shall ensure that any corrective actions and/or course improvements are completed as necessary.
 - e. If substantive changes are made to a course as the result of student course evaluations, then the course developer/maintainer shall complete and submit to the curriculum chair/director and the Dean of Digital First Learning, a Motlow State Community College Quality Assurance Survey for Online Courses, noting under remarks any and/or all changes implemented.
4. Internal Department Peer Review:
 - a. Once every five years, each online course shall undergo an internal department peer review.
 - b. The course will be reviewed by department faculty, other than the course developer/maintainer, who are credentialed in the applicable subject/discipline area(s), as determined by the subject matter content of the course.
 - c. The curriculum chair shall be responsible for scheduling and coordinating the internal peer review, and for any pursuant corrective actions and/or course improvements that need to be implemented. A Motlow State Community College Quality Assurance Survey for Online Course Reviews will be completed for each course reviewed (Reference Appendix 6).
 - d. Any required corrections and/or updates shall be noted under the Suggested Corrections/Updates column.
 - e. Once a review is completed, the curriculum chair/director will provide the course developer/maintainer with a copy of the survey.
 - f. The course developer/maintainer will then complete any/all noted corrections and/or updates.

- g. The course developer/maintainer will initial and indicate by each required correction and/or update, the date that the noted correction and/or update was actually completed. The course developer/maintainer shall then return the survey form to the curriculum chair/director.
 - h. The curriculum chair/director will verify that all noted corrections and/or updates were completed and then sign the review survey form.
 - i. The curriculum chair/director will then submit the survey form to the Dean of Digital First Learning for review/approval.
 - j. After review/approval, the Dean of Digital First Learning will sign the survey form and return it to the appropriate curriculum chair/director.
 - k. When the curriculum chair/director receives the survey form from the Dean of Digital First Learning, the corrected/updated course is then ready for presentation.
 - l. The Dean of Digital First Learning shall be responsible for filing and maintaining the Motlow State Community College Quality Assurance Survey for Online Course Reviews form, for a minimum of five years.
5. Interactive Television (ITV) Courses
- a. The content, quality, and effectiveness of each ITV course shall be the primary responsibility of the applicable curriculum chair/director and the faculty member(s) directly associated with developing and/or teaching the course(s).
 - b. Online Program Assessment and Evaluation - For purposes of this policy, an online program shall be defined as a two-year Associate of Science/Art degree, a two-year Associate of Applied Science degree and/or a certificate program that is expressly identified and marketed by the college as being "online," and includes a curriculum that consists primarily of online courses. The programs of study will incorporate the same structure and composition of regular on ground programs, and shall satisfy all TBR and Motlow State Community College semester credit hour requirements for the appropriate general education core and area of emphasis/concentration.
 - i. The educational quality, adequacy, and effectiveness of each online program shall be the primary responsibility of the faculty, as directed by the appropriate curriculum chair/director, and as approved by the Dean of Digital First Learning and the Vice President for Academic Affairs.
 - ii. Each online program will be developed and implemented in accordance with this policy and TBR Policies 2-01-01-00 and 2-02-00-00, TBR Guidelines A-010 and A-070, and MSCC Policy 2:02:00:00.
 - a) In addition to the normal documentation required to approve and develop an academic program of study, the appropriate curriculum chair/director will be required to complete a Motlow State Community College Quality Assurance Survey for Online Programs as shown in Appendix 7. When completed, the survey form shall be sent to the Dean of Digital First Learning and the Vice President for Academic Affairs for review and approval. The form shall also accompany the documentation that is required to be submitted to the Academic Affairs Committee and the President for final program approval.
 - b) The initial Motlow State Community College Quality Assurance Survey for Online Programs shall then be retained on file by the Dean of Digital First Learning for an indefinite period, or until such time as the program is terminated.
 - c. As a minimum, each online program will be reviewed every three years by the appropriate department faculty, and as directed by the applicable curriculum chair/director, to ensure the program's adequacy in meeting the identified objectives, goals and student outcomes.
 - d. As part of the review process, the curriculum chair/director will complete a new Motlow State Community College Quality Assurance Survey for Online Programs (Appendix 7).
 - e. When completed, the survey form shall be sent to the Dean of Digital First Learning and the Vice President for Academic Affairs for review.
 - f. The newly completed Motlow State Community College Quality Assurance Survey for Online Programs shall be retained on file by the appropriate Dean of Digital First Learning for an indefinite period, or until such time as the program is terminated.

Appendix 1

Work Made for Hire Agreements

Note: For purposes of this Appendix, an “online course” shall be interpreted as being either an online, online hybrid or on ground hybrid course.

I. Agreement for Developing an Online Course

- A. Once an online course has been approved, the Dean of Digital First Learning shall be responsible for preparing and submitting a “Work Made for Hire Agreement for Course Develop.” A sample “Work Made for Hire Agreement” (WMHA) for developing an online course is provided below as “Sample #1.”

Process of Submission: The Dean of Digital First Learning prepares the “development” WMHA, secures the course developer’s signature, then submits the WMHA to the Director of Human Resources for review; the Director of Human Resources submits the WMHA to the Vice President for Academic Affairs submits the WMHA to the Vice President for Academic Affairs his/her approval/disapproval; and the Vice President for Academic Affairs submits the WMHA to the College President for final approval/disapproval. Once approved by all parties, the original “signed copy” will be returned to the Dean of Digital First Learning by the Office of Academic Affairs. (Note: The Office of Human Resources shall also maintain a copy of the WMHA for the purpose of verifying and documenting any/all required compensation payments.)

- B. The WMHA covering the development of an online course shall be for a three year period as stipulated in paragraph 7, *Term and Termination*, of the WMHA (reference “Sample #1”). (Note: At the end of the three year period, a new WMHA will be prepared covering the maintenance of the online course as outlined in paragraph II. A. below.)
- C. The Dean of Digital First Learning shall be responsible for maintaining and monitoring the appropriate WHMAs on all faculty members. The Dean of Digital First Learning shall also be responsible for ensuring that faculty members are compensated for their work as stipulated in the applicable WMHA.

II. Maintenance of Online Courses

- A. As stipulated in paragraph I above, when an online course is first developed, a WMHA for the purpose of developing the course is prepared. The WMHA will be for a three year period, during which time, the course developer is expected to maintain the course in accordance with the agreement and online course standards as established by the Motlow State Community College Distance Education Policy and/or developed by the institution and TBR.
- B. At the end of the initial three year “development” period, a new WMHA shall be prepared for the purpose of continuing and maintaining the course. The deans, in consultation with the appropriate curriculum chair/director shall determine if the original course developer should continue as the “course maintainer” or if a new faculty member should be selected to assume that responsibility. In either case, the Dean of Digital First Learning shall prepare a new WMHA for the purpose of providing continued maintenance of the course.

A sample WMHA for maintaining an online course is provided below as “Sample #2.” The new “maintenance WMHA” shall cover a three year period, after which time, the Dean of Digital First Learning will prepare a new “maintenance WMHA” for another three year period, i.e., every three years a new “maintenance WMHA” shall be prepared. It is the responsibility of the Dean of Digital First Learning to assign the appropriate faculty member as the “course maintainer.”

Note: A new WMHA must be prepared every three years and/or each time the “course maintainer” changes, e.g., if it becomes necessary to change a “course developer,” or subsequently a “course maintainer,” before the three year period of the WMHA is complete, a new “course maintainer” WMHA must be prepared.

Process of Submission: The Dean of Digital First Learning prepares the “maintenance” WMHA, secures the “course maintainer’s” signature, then submits the WMHA to the Vice President for Academic Affairs for his/her approval/disapproval; and the Vice President for Academic Affairs submits the WMHA to the College President for final approval/disapproval. Once approved by all parties, the original “signed copy” will be returned to the Dean of Digital First Learning by the Office of Academic Affairs.

- C. The applicable Dean of Digital First Learning shall be responsible for maintaining and monitoring the new “maintenance” WHMA’s on all the faculty members assigned to his/her department. The Dean of Digital First Learning shall also be responsible for ensuring that faculty members are compensated for their work as stipulated in the applicable WMHA.

(Sample #1)

MOTLOW STATE COMMUNITY COLLEGE
WORK MADE FOR HIRE AGREEMENT
for COURSE DEVELOPMENT

This Agreement between (*insert faculty member’s name*) and Motlow State Community College is for the purpose of developing a new distance learning course, (*insert course title*), (*insert course rubric*), to be taught (*insert either* online via the Internet *or* as a hybrid course, partially on ground and partially online via the Internet.)

ACCOUNT NUMBER: _____ (*Note: This is the discipline area budget number.*)

THE AUTHOR AND THE COLLEGE AGREE THAT:

1. Title and Copyright Assignment

Author and Motlow State Community College intend this to be a contract for services and each considers the products and results of the services to be rendered by Author hereunder (the "Work") to be a work made for hire. Author acknowledges and agrees that the Work (and all the rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of Motlow State Community College.

If for any reason the Work would not be considered a work made for hire under applicable law, Author does hereby sell, assign, and transfer to Motlow State Community College, its successors and assigns, the entire right, title and interest in and to the copyright in the Work and any registrations and copyright applications relating thereto and any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the Work, and in and to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world.

If the Work is one to which the provisions of 17 U.S.C. 106A apply, the Author hereby waives and appoints Motlow State Community College to assert on the Author's behalf the Author's moral rights or any equivalent rights regarding the form or extent of any alteration to the Work (including, without limitation, removal or destruction) or the making of any derivative works based on the Work, including, without limitation, photographs, drawings or other visual reproductions or the Work, in any medium, for college purposes.

Author agrees to execute all papers and to perform such other proper acts, as Motlow State Community College may deem necessary to secure for Motlow State Community College or its designee the rights herein assigned.

2. Delivery of the Work

- a. The Author will deliver to Motlow State Community College on or before (*insert month, day, year*), (*insert either* an online course *or* a hybrid course) for (*insert course number followed by course title, e.g., BUS 2500, Human Resources Management*), henceforth referred to as the "Work" for purposes of this agreement. The completed Work, with all illustrations, charts, graphs, and other material, including syllabi, handouts, reference lists, etc., shall be provided in form and content satisfactory to Motlow State Community College.
- b. If the Author fails to deliver the Work on time, Motlow State Community College will have the right to terminate this agreement and to recover from the Author any sums advanced in connection with the Work. Upon such termination, the Author may not have the Work published elsewhere until such advances have been repaid.

3. Quoted Material

With the exception of short excerpts from others' works, which constitute fair use, the Work will contain no material from other copyrighted works without a written consent of the copyright holder. The Author will obtain such consents at his or her own expense after consultation with Motlow State Community College and will file them with Motlow State Community College at the time the Work is delivered. Any obligations associated with permissions will be the responsibility of the Author.

4. Author's Warranty

The Author warrants that he or she is the sole owner of the Work and has full power and authority to make this agreement; that the Work does not infringe any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter. The Author will defend, indemnify, and hold harmless the College and/or its licensees against all claims, suits, costs, damages, and expenses that Motlow State Community College and/or its licensees may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the Work or any infringement or violation by the Work of any copyright or property right; and until such claim or suit has been settled or withdrawn, Motlow State Community College may withhold any sums due the Author under this agreement.

5. Consideration

In consideration for delivery of the Work in accordance with the provisions of this Agreement, the Author shall receive from Motlow State Community College (***For online courses, insert the amount of compensation based on \$700 per credit hour; for hybrid courses, insert the amount of compensation based on \$700.00 per credit hour.***) Compensation shall be paid the Author when the Work is delivered to the institution.

6. Revisions

The Author shall retain the right to revise the Work [at one year intervals] during the term of this agreement in accordance with academic standards. The Author further agrees to revise the Work upon request from Motlow State Community College. The provisions of this agreement shall apply to each revision of the Work by the **Author** as though that revision were the Work being published for the first time under this agreement. In the event that the Author is unable or unwilling to provide a revision within one year after Motlow State Community College has requested it, or should the Author be deceased, Motlow State Community College may have the revision made and charge the cost against sums due the Author under Section 5 above, if any, and may display, in the revised Work and in advertising, the name of the **person or persons who perform the revision**.

7. Term and Termination

- a. This agreement shall remain in effect for three (3) years unless terminated earlier in accordance with this section 7. The term of this agreement shall be (*insert academic period, e.g., Fall 2010 – Summer 2011*).
- b. In the event that either party shall be in default of its material obligations under this agreement and shall fail to remedy such default within sixty (60) days after receipt of written notice thereof, this agreement shall terminate upon expiration of the sixty (60) day period.
- c. Upon the expiration of the term of this agreement, the parties may agree to renew this agreement for an additional three (3) year term, upon the same terms and conditions as set forth herein.

8. Options/Contacts Third Parties

Nothing contained in Section 7 shall affect any license or other grant of rights, options, or agreements made with third parties prior to the termination date or the rights of Motlow State Community College in the income resulting from such agreements.

9. Amendments

The written provisions contained in this agreement constitute the sole and entire agreement made between the Author and Motlow State Community College concerning this Work, and any amendments to this agreement shall not be valid unless made in writing and signed by both parties.

10. Construction, Binding Effect and Assignment

This agreement shall be construed and interpreted according to the laws of the State of Tennessee and shall be binding upon the parties hereto, their heirs, successors, assigns, and personal representatives; and references to the Author and to Motlow State Community College shall include their heirs, successors, assigns, and personal representatives.

Author: _____ Date: _____
Signature of Author (Maintainer)

Address: _____

Prepared by: _____ Date: _____
Dean of Digital First Learning

Reviewed by: _____ Date: _____
Executive Director Human Resources

Approval: _____ Date: _____
Vice President for Academic Affairs

Approval: _____ Date: _____
College President

Sample #2)

MOTLOW STATE COMMUNITY COLLEGE

WORK MADE FOR HIRE AGREEMENT
for COURSE MAINTENANCE

This Agreement between (*insert faculty member's name*) and Motlow State Community College is for the purpose of assuming responsibility to maintain the Motlow State Community College distance learning course, (*insert course title*), (*insert course rubric*) to be taught (*insert either* online via the Internet or as a hybrid course, partially on ground and partially online via the Internet.)

ACCOUNT NUMBER: _____ (*Note: This is the discipline area budget number.*)

THE AUTHOR AND THE COLLEGE AGREE THAT:

1. **Title and Copyright Assignment**

The designated course maintainer (henceforth termed the "Author" for purposes of this Agreement) and Motlow State Community College intend this to be a contract for services and each considers the products and results of the services to be rendered by Author hereunder (the "Work") to be a work made for hire. Author acknowledges and agrees that the Work (and all the rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of Motlow State Community College.

If for any reason the Work would not be considered a work made for hire under applicable law, Author does hereby sell, assign, and transfer to Motlow State Community College, its successors and assigns, the entire right, title and interest in and to the copyright in the Work and any registrations and copyright applications relating thereto and any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the Work, and in and to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world.

If the Work is one to which the provisions of 17 U.S.C. 106A apply, the Author hereby waives and appoints Motlow State Community College to assert on the Author's behalf the Author's moral rights or any equivalent rights regarding the form or extent of any alteration to the Work (including, without limitation, removal or destruction) or the making of any derivative works based on the Work, including, without limitation, photographs, drawings or other visual reproductions of the Work, in any medium, for college purposes. Author agrees to execute all papers and to perform such other proper acts, as Motlow State Community College may deem necessary to secure for Motlow State Community College or its designee the rights herein assigned.

2. **Maintaining the Work**

- a. The Author will maintain for Motlow State Community College the (*insert either* online course or hybrid course), (*insert course number followed by course title, e.g., BUS 2500, Human Resources Management*), henceforth referred to as the "Work" for purposes of this agreement. The Author shall assume responsibility for the Work, and agrees to maintain (revise and/or update as necessary to ensure consistency and complicity with current discipline area information and data) the Work, with all illustrations, charts, graphs, and other material, including syllabi, handouts, reference lists, etc., and maintain the Work in the form and content satisfactory to Motlow State Community College.
- b. If the Author fails to maintain the Work in a timely manner as outlined in this agreement and as prescribed and deemed satisfactory by Motlow State Community College, then Motlow State

Community College will have the right to terminate this agreement and to recover from the Author any sums advanced in connection with the Work. Upon such termination, the Author may not have the Work published elsewhere until such advances have been repaid.

3. Quoted Material

With the exception of short excerpts from others' works, which constitute fair use, the Work will contain no material from other copyrighted works without a written consent of the copyright holder. The Author will obtain such consents at his or her own expense after consultation with Motlow State Community College and will file them with Motlow State Community College at the time the Work is revised or updated. Any obligations associated with permissions will be the responsibility of the Author.

4. Author's Warranty

The Author warrants that he or she is the sole maintainer of the Work and has full power and authority to make this agreement; that the Work does not infringe any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter. The Author will defend, indemnify, and hold harmless the College and/or its licensees against all claims, suits, costs, damages, and expenses that Motlow State Community College and/or its licensees may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the Work or any infringement or violation by the Work of any copyright or property right; and until such claim or suit has been settled or withdrawn, Motlow State Community College may withhold any sums due the Author under this agreement.

5. Consideration

In consideration for maintaining the Work in accordance with the provisions of this agreement, the Author shall receive from Motlow State Community College \$300.00, to be paid at the rate of \$100.00 per year, for each of the three years of this agreement.

6. Revisions

The Author shall retain the right to revise the Work [as required] during the term of this agreement in accordance with academic standards. The Author further agrees to revise the Work upon request from Motlow State Community College. The provisions of this agreement shall apply to each revision of the Work by the Author as though that revision were the Work being published for the first time under this agreement. In the event that the Author is unable or unwilling to provide a revision within one year after Motlow State Community College has requested it, or should the Author be deceased, Motlow State Community College may have the revision made and charge the cost against sums due the Author under Section 5 above, if any, and may display, in the revised Work and in advertising, the name of the person or persons who perform the revision.

7. Term and Termination

- a. This agreement shall remain in effect for three (3) years unless terminated earlier in accordance with this section. The term of this agreement shall be (*insert academic period, e.g., Fall 2010 – Summer 2011*).
- b. In the event that either party shall be in default of its material obligations under this agreement and shall fail to remedy such default within sixty (60) days after receipt of written notice thereof, this agreement shall terminate upon expiration of the sixty (60) day period.
- c. Upon the expiration of the term of this agreement, the parties may agree to renew this agreement for an additional three (3) year term, upon the same terms and conditions as set forth herein.

8. Options/Contacts Third Parties

Nothing contained in Section 7 shall affect any license or other grant of rights, options, or agreements made with third parties prior to the termination date or the rights of Motlow State Community College in the income resulting from such agreements.

9. Amendments

The written provisions contained in this agreement constitute the sole and entire agreement made between the Author and Motlow State Community College concerning this Work, and any amendments to this agreement shall not be valid unless made in writing and signed by both parties.

10. Construction, Binding Effect, and Assignment

This agreement shall be construed and interpreted according to the laws of the State of Tennessee and shall be binding upon the parties hereto, their heirs, successors, assigns, and personal representatives; and references to the Author and to Motlow State Community College shall include their heirs, successors, assigns, and personal representatives.

Author: _____ Date: _____
Signature of Author (Maintainer)

Address: _____

Prepared by: _____ Date: _____
Dean of Digital First Learning

Reviewed by: _____ Date: _____
Executive Director Human Resources

Approval: _____ Date: _____
Vice President for Academic Affairs

Approval: _____ Date: _____
College President

Appendix 2

Online Course Standards

The purpose of the *Online Course Standards* is to identify and delineate the expectations and requirements for the development and conduct of online courses at Motlow State Community College. Each faculty and/or staff member that seeks to develop and teach an online course is expected to adhere and comply with the standards contained herein. These standards will be used to:

- guide the development and conduct of online courses to ensure that the characteristics and standards of good teaching and learning are emphasized; and
- ensure the integrity, rigor and quality of online instruction.

Each course developed and taught should result in learning appropriate to the depth and breadth of the degree or certificate program being offered by the college, and shall:

- be consistent with the college's role and mission;
- ensure the same academic standards and student learning outcomes as comparable to on ground courses;
- provide students with clear, complete and timely information;
- provide students with reasonable and adequate access to student services and resources appropriate to support their learning; and
- provide for appropriate interaction between faculty and students and among students.

The [TN eCampus Course Developer Manual](#) lays the foundation for how course developers and faculty can achieve quality and excellence throughout the entire lifecycle of a course. It also contains information regarding the standards for course development and offers a set of guiding principles for the development of online courses. Additionally, the following Motlow State Community College Online Course Standards are to be followed when developing and conducting online courses.

- The course must include a current, up-to-date syllabus. (Please refer to Appendix 3 for a copy of the Motlow State Community College Online Course Syllabus Template.)
- The textbook used in the course must be one that is recognized by the discipline and/or department as being authoritative, timely, comprehensive, written clearly, and designed for the level of the particular course in which it is to be used. (Note: The Course Developer/Maintainer will select the textbook(s) in consultation with others who regularly teach the course.)
- The course should include any study guides, lecture summaries, presentation slides, audio, and/or video as appropriate, that summarizes and/or enhances the textbook material, making it more understandable to the learners.
- All course information and instructional material should be arranged in content modules that clearly relate to the course's expected learning outcomes. (Reference Appendix 4 for information on the Motlow State Community College Content Module Format.)
- All assignments should clearly demonstrate how they achieve or contribute to achieving the module's or course's anticipated learning outcomes. Assignments should emphasize active student

involvement in the learning process. As appropriate, students should be provided with learning opportunities that foster interactive communications between themselves and the instructor and the other students.

- Student learning outcomes should be clearly provided in the course syllabus and should be assessed on a continuous basis through timed quizzes, proctored examinations, take-home exams, open book exams, an/or other assessment means applicable to the particular course. The quizzes and/or examinations should clearly indicate the learning outcomes and be focused on the cognitive level of the material being assessed.
- The grading scale used for the course should directly emphasize and be linked to all required assignments, projects, quizzes, examinations, and related student participation in the course.
- All courses should include some form of written assignments. Such assignments may be in the form of essay-type quiz and/or exam questions, evaluative essays, case analyses, term papers, book reviews, film reviews, summaries and critiques of journal articles, etc.
- Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by students to complete online assignments and as background reading should be included in all courses.
- Individuals with exceptionalities who seek an accommodation through the Director of Disability and Testing Services will be accommodated as appropriate so that they might achieve the learning objectives of the course.
- Course instructors must meet the minimum SACSCOC competency criteria for teaching the course subject matter.
- Course instructors must assure that the course material is current, i.e., having been reviewed within the last year.

Appendix 3

The current Motlow State Community College template for distance education (online) courses shall be used. Please refer to the Intranet for the current template.

Appendix 4

Module Content Format

Course content within online courses should be separated into short concise sections that are easy to read and navigate. Breaking long scrolling pages into shorter individual documents increases the readability of the material. Therefore, all Motlow State Community College online courses should make use of content modules and those modules should be broken into separate sections similar to the following example. (Note: The following only represents an example. The exact title and information contained in each module will necessarily depend on the subject matter and the individual preference of the Course Developer/Maintainer.)

Module Components

1. Overview of the Material
2. Module Student Learning Outcomes
3. Key Words & Concepts
4. Content, Lectures, Readings, Assignments, etc.
5. Additional Resources
6. Assessments & Evaluations
7. Summary & Reflection

Module Component Descriptions

Overview of the Material: A general statement concerning the nature of the module and its relationship to the course as a whole.

Module Student Learning Outcomes: The specific outcomes that relate to each individual module. Students should be given information of what they will be expected to learn in each module. (Note: It is extremely important to ensure that the module student learning outcomes align properly with the assessments in the same module.)

Key Words & Concepts: A list of keywords, with or without definitions, and a list of the key concepts that the students need to be on the alert for that will be explained later in the module.

Content, Lectures, Readings, Assignments, etc.: This can be a very broad area to cover and may include multiple topic links, e.g., separate links to e-lectures, discussion board forums, PowerPoint presentations, reading requirements, self-assessment activities, assignments, etc. Sub-modules for each area may be created to assist students with navigating through the information.

Additional Resources: A list of additional resources may be provided. These resources may be in print or online at different Internet websites.

Assessments & Evaluations: A detailed explanation of all assignments with a full description of when and how to submit each one, and how each one will be graded.

Summary & Reflection: This section may be used to engage the student in a dialogue about what he/she has learned, and may be placed in the discussions area, and if appropriate, may even be used to help determine a student's participation grade.

Appendix 5

**Motlow State Community College
 Quality Assurance Survey
 for Online Courses**

This survey is intended primarily for use by course developers/maintainers and curriculum chairs/directors to ensure that all online, online hybrid and on ground hybrid courses offered by the college satisfy the academic standards of the college as set forth in the information provided below and in Appendixes 2 – 4 of this policy.

_____ Course

I. Overview and introduction.

	YES	NO	REMARKS
A. Course navigational information and instructions make the organization of the course easy to follow and understand.			
B. Students are provided an opening statement by the instructor that includes a self-introduction and an introduction to the course.			
C. Students are required to use course email and discussion Board, chat room, etc., to introduce themselves to the instructor and fellow classmates.			

II. Students are provided a course syllabus as prescribed by the Motlow State Community College *Distance Education Policy* and *Online Course Standards*. As a minimum, does the course syllabus include:

	YES	NO	REMARKS
A. Course description.			
B. Student learning outcomes.			
C. Prerequisites and/or co-requisites.			
D. Course outline and/or topics to be covered.			
E. Special course, software and/or hardware requirements.			
F. Required textbook(s) and/or supplementary materials.			
G. Instructor information.			
H. Assessment and grading information.			
I. Assignments and projects required.			
J. Participation requirements.			
K. Punctuality.			
L. Course ground rules.			
M. Guidelines for communications.			
N. Resource information, e.g., library support, tutoring, etc.			
O. ADA information and/or adequate accommodations.			
P. Available technical support.			
Q. How changes to the syllabus will be communicated to students.			

III. Course content format. Course content should be separated into short concise sections, units or modules, as prescribed by the Motlow State Community College *Course Content Format*. As a minimum, and as required by the particular course content, each section, unit or module should include:

	YES	NO	REMARKS
A. Overview of the material to be covered.			
B. Student learning outcomes.			
C. Key words, terms, and concepts			
D. Content, lectures, readings, assignments, etc.			
E. Additional resource requirements.			
F. Assessment and evaluations.			
G. Summary and/or reflection.			

IV. Student Learning Outcomes.

	YES	NO	REMARKS
A. The student learning outcomes are clearly stated and easy to understand.			
B. The student learning outcomes are adequate and measurable.			
C. The student learning outcomes adequately address the scope and purpose of the course.			
D. If the course is divided into learning modules/levels, are the student learning outcomes for each module or level clearly outlined and defined.			

Submitted by: _____ Date: _____
 Course Developer

Approved by: _____ Date: _____
 Curriculum Chair

Approved by: _____ Date: _____
 Dean of Digital First Learning

Appendix 6

**Motlow State Community College Quality Assurance Survey
 for Online Course Reviews**

This survey is intended primarily for use by online course reviewers and curriculum chairs to ensure that all online, online hybrid and on ground hybrid courses offered by the college satisfy the academic standards of the college as set forth in the information provided below and in Appendixes 2 – 4 of this policy.

Course

I. Overview and introduction.

	YES	NO	Suggested Corrections/Updates	Initials/Date
A. Course navigational information and instructions make the organization of the course easy to follow and understand.				
B. Students are provided an opening statement by the instructor that includes a self-introduction and an introduction to the course.				
C. Students are required to use course email and discussion Board, chat room, etc., to introduce themselves to the instructor and fellow classmates.				

II. Students are provided a course syllabus as prescribed by the Motlow State Community College *Distance Education Policy* and *Online Course Standards*. As a minimum, does the course syllabus include:

	YES	NO	Suggested Corrections/Updates	Initials/Date
A. Course description.				
B. Student learning outcomes.				
C. Prerequisites and/or co-requisites.				
D. Course outline and/or topics to be covered.				
E. Special course, software and/or hardware requirements.				
F. Required textbook(s) and/or supplementary materials.				
G. Instructor information.				
H. Assessment and grading information.				
I. Assignments and projects required.				
J. Participation requirements.				
K. Punctuality.				
L. Course ground rules.				
M. Guidelines for communications.				
N. Resource information, e.g., library support, tutoring, etc.				
O. ADA information and/or adequate accommodations.				
P. Available technical support.				
Q. How changes to the syllabus will be communicated to students.				

III. Course content format. Course content should be separated into short concise sections, units or modules, as prescribed by the Motlow State Community College *Course Content Format*. As a minimum, and as required by the particular course content, each section, unit or module should include:

	YES	NO	Suggested Corrections/Updates	Initials/Date
A. Overview of the material to be covered.				
B. Student learning outcomes.				
C. Key words, terms, and concepts				
D. Content, lectures, readings, assignments, etc.				
E. Additional resource requirements.				
F. Assessment and evaluations.				
G. Summary and/or reflection.				

IV. . Student Learning Outcomes.

	YES	NO	Suggested Corrections/Updat	Initials/Date
A. The student learning outcomes are clearly stated and easy to understand.				
B. The student learning outcomes are adequate and measurable.				
C. The student learning outcomes adequately address the scope and purpose of the course.				
D. If the course is divided into learning modules/levels, are the student learning outcomes for each module or level clearly outlined and defined.				

Submitted by: _____ Date: _____
 Course Reviewer

Approved by: _____ Date: _____
 Curriculum Chair

Approved by: _____ Date: _____
 Dean of Digital First Learning

Appendix 7

**Motlow State Community College
 Quality Assurance Survey
 for Online Programs**

This survey is intended primarily for use by curriculum chairs to ensure that all online programs of study offered by the college satisfy the academic standards of the college as set forth in the information provided below and in the applicable TBR and Motlow State Community College policies.

Program Title: _____

Degree: _____

Area of Emphasis/Concentration: _____

Department: _____

I. Overview

	YES	NO	N/A	Remarks
A. Feasibility study completed. Input provided by all appropriate stakeholders.				
B. Program proposed and approved by department faculty.				
C. Program approved by the college.				
D. Program approved by the TBR.				
E. Are the roles of the faculty, staff, administrators and other support personnel clearly defined in terms of program development and implementation.				

II. Academic Standards

	YES	NO	N/A	Remarks
A. Program is consistent with the level, nature, and mission of the college.				
B. Organizational placement and administrative responsibilities are clearly defined and designed to promote success of the program.				
C. Program objectives are clearly defined.				
D. Program objectives reflect the adequate breadth, depth, theory, and practice appropriate to the discipline and the level of the degree.				

III. Faculty, Student and Support Services

A. The number and qualifications of faculty meet existing college standards to ensure program quality.				
B. The admission, retention, and graduation standards are clearly stated and are compatible with college and governing board policy, and ensure high quality.				
C. Library resources are adequate to support and sustain a high quality program in the particular field or discipline area of study.				
D. Technology resources are adequate to support a high quality program and met the needs of the stated program objectives.				
E. College facilities are adequate to support a high quality program.				
F. Support services, to include admissions, ADA requirements, clerical personnel and student advising resources are adequate to support and sustain a high quality program.				

Submitted by: _____ Date: _____
 Course Developer

Approved by: _____ Date: _____
 Curriculum Chair

Approved by: _____ Date: _____
 Dean of Digital First Learning

Appendix 8

Cloning of Online Courses

Cloning online or hybrid is the shared responsibility of the course developers/maintainers and the Dean of Digital First Learning. However, as with all matters pertaining to academic programming and scheduling, it is the responsibility of the applicable curriculum chair to ensure that all cloning activities associated with the online courses offered by his/her department are completed in accordance with the following instructions.

After an online course has been developed and approved for implementation, the course developer will load the course into a special “master copy” D2L shell that is set up and maintained by the Dean of Digital First Learning. (Note: The course developer should contact the Dean of Digital First Learning for specific instructions on how to place the course in the “master copy” D2L shell.) That particular course will become the official “master copy” from which all future sections of that course will be cloned for presentation. To ensure and maintain the integrity of online instruction, there shall only be one official “master copy” maintained for each online course, and that copy will be the course contained in the “master copy” D2L shell, as administered by Dean of Digital First Learning.

- I. Once each semester, during those semesters in which the course is offered, the course developer/maintainer is responsible for updating and/or revising the information and course content contained within the official “master copy,” as necessary. Keeping the “master copy” updated/revised in a timely fashion is critical for ensuring the competency and reliability of each online course. Therefore, each course developer/maintainer will ensure that all work to update/revise his/her course is completed at least three weeks prior to the end of each semester in which the course is offered. If there are extenuating circumstances that preclude this from happening, the course developer/maintainer must contact his/her Curriculum Chair, who in turn, must coordinate with the Dean of Digital First Learning as to when the “master copy” will be ready to complete the cloning process for the next semester in which the course will be offered.
- II. It shall be the responsibility of the Dean of Digital First Learning to maintain and oversee the official “master copy” D2L shell, and to clone the necessary sections of each online course as required by the college’s individual semester class schedules. To assist in the cloning process, each curriculum chair will submit to the Dean of Digital First Learning a list of the course sections from his/her department that are to be cloned for the next semester. This information should be submitted no later than three weeks prior to the end of each semester preceding the semester in which the course will be offered. As a minimum, the list must include the course title, number and CRN. For example: ENGL 1010 W77 CRN#50012.

Appendix 9

TN eCampus Collaborative TN eCampus Degree Program

I. General Background Information

- A. Motlow State Community College, in conjunction with other Tennessee Board of Regents (TBR) schools, participates in, and offers online courses, as part of the TN eCampus. A major component of that program requires that the college assumes responsibility for the development and/or the teaching of certain designated TN eCampus courses.
- B. In the beginning of the collaborative which is now called TN eCampus, institutions were assigned certain courses to develop, in order to expedite the initiation of the program. Today, institutions may still be assigned certain courses to develop in support of new programs, or institutions may independently request to develop new TN eCampus courses to augment one of the existing degree programs. In either case, if an institution develops a course, it is then the responsibility of that institution to teach the first six sections of that course each semester it is offered. If for some reason the institution is unable to maintain a course that it has developed, or if the institution is unable to provide a sufficient number of instructors to teach all of the sections of a course being offered, the institution can then request assistance from the TBR staff. The TBR TN eCampus staff will then offer the course, or sections of the course, to other institutions to maintain and/or teach.
- C. The MSCC Dean of Digital First Learning and TN eCampus is responsible for coordinating and overseeing the college's involvement in the TN eCampus.

II. Development of TN eCampus Courses and Selection of Instructors

- A. There are two ways that courses can now be developed for TN eCampus: (1) at the direction of the TBR TN eCampus, i.e., requested by the TBR President's Councils, the TN eCampus Oversight Committee and/or the TN eCampus Curriculum Committee; or (2) as submitted for approval to the TBR TN eCampus Oversight Committee and/or the TN eCampus Curriculum Committee by an individual institution and/or faculty member through his/her institution.
 1. Request from TBR TN eCampus to develop a course. If Motlow is offered the opportunity to develop a new TN eCampus course by the TBR TN eCampus, the college's representative on the TBR TN eCampus Curriculum Committee, which is the MSCC Dean of Digital First Learning, will coordinate that request with the appropriate curriculum chair/director, the Vice President for Academic Affairs and the college President. Based on that coordination, and the subject matter of the course being requested, the appropriate department chair/director will solicit a faculty member to develop the course, i.e., serve as the course developer. In most cases, the course developer will become the course instructor, as well as the maintainer of the course.

Note: Only institutionally approved courses will be considered for inclusion as part of the TBR TN eCampus.

- a. If the course being requested by the TBR TN eCampus currently exists in the MSCC Inventory of Courses, the selected course developer shall submit a request to his/her curriculum chair/director as outlined in paragraph III. A. 2. d. (1.) – (4.) (MSCC Distance Education Policy). Once approved by the college President, the MSCC Dean of Digital First Learning will coordinate with the appropriate curriculum chair/director to prepare and submit the required "Work Made for Hire Agreement" as outlined in Appendix 1 (MSCC

Distance Education Policy). The “Work Made for Hire Agreement” shall then be maintained, as appropriate, by the MSCC Dean of Digital First Learning.

NOTE: Once the course has been approved by the college, the course developer shall coordinate and work with the MSCC Dean of Digital First Learning to prepare the course for submission and approval by the TBR TN eCampus.

- b. If the course being requested by the TBR TN eCampus does not currently exist in the MSCC Inventory of Courses, then the selected course developer shall submit a request to his/her curriculum chair/director as outlined in paragraph III. A. 1. (MSCC Distance Education Policy).

Once approved by the college President, the MSCC Dean of Digital First Learning will coordinate with the appropriate department chair/director to prepare and submit the required “Work Made for Hire Agreement” as outlined in Appendix 1 (MSCC Distance Education Policy). The “Work Made for Hire Agreement” shall then be maintained, as appropriate, by the Dean of Digital First Learning.

NOTE: Once the course has been approved by the college, the course developer shall coordinate and work with the MSCC Dean of Digital First Learning to prepare the course for submission and approval by the TBR TN eCampus.

2. Request from the college to development an TN eCampus course
 - a. If the college wishes to develop a TN eCampus course, the college shall contact the MSCC Dean of Digital First Learning to oversee the development process. Based on the subject matter content of the course being developed, the MSCC Dean of Digital First Learning shall coordinate with the appropriate curriculum chair/director to solicit an individual faculty member to serve as the course developer.
 - b. The development of an TN eCampus course shall follow those procedures outlined in paragraph II. A. 1. a. (1.) or II. A. 1. a. (2.) above, depending on if the course currently exists, or does not currently exist, in the MSCC Inventory of Courses.
3. Request from an individual faculty member to develop an TN eCampus course
 - a. If an individual faculty member wishes to develop a course for TN eCampus, he/she must first seek departmental approval.
 - b. Once the course has received departmental approval, the applicable curriculum chair/director will designate the faculty member requesting permission to develop a TN eCampus course, the course developer. The course developer will then follow those procedures outlined in paragraph II. A. 1. a. (1.) or II. A. 1. a. (2.) above, as appropriate.

B. Maintaining TN eCampus courses.

1. In accordance with the terms specified in the Work Made for Hire Agreement, the course developer shall maintain a master copy of each TN eCampus online course for which he/she is responsible. At the end of each semester, the master copy shall be updated by recreating/reworking, as necessary, all of the assignments, discussion questions, problems, video presentations, quizzes, exams, and the myriad of other instructional details required to ensure that the course is ready to be cloned in preparation for the next semester.

NOTE: After the initial course development term, a maintainer will be appointed for each TN eCampus course in accordance with the MSCC Distance Education Policy. The identified course maintainer will then become responsible for the aforementioned activities and all other requirements of the course.

2. To ensure and maintain the integrity of online instruction, the TN eCampus shall be responsible for cloning the master copy of each course and the sufficient number of sections being offered during the next term. Once cloned, the individual instructors shall be responsible for ensuring their names are included in the appropriate sections and for preparing their sections for presentation. The developer/maintainer is responsible for ensuring that this process is completed in a timely and correct fashion
3. The courses and the number of sections to be offered and cloned each term will be determined by the TN eCampus and the MSCC Dean of Digital First Learning.

C. Selection and Assigning of Instructors

1. The MSCC Dean of Digital First Learning is responsible for selecting, assigning and supervising the instructors teaching TN eCampus courses.
2. Teaching as part of the TN eCampus is purely voluntarily. Any qualified, TN eCampus trained, Motlow faculty member, employee, or recognized adjunct faculty member, is eligible to teach in the TN eCampus. ("Qualified faculty" is determined by current SACSCOC standards. "TN eCampus trained" means that any individual willing to teach in the TN eCampus must complete a TN eCampus training program.) Any faculty member who would like to teach a TN eCampus course should first seek permission from his/her dean. When scheduling distance education courses, the deans, in consultation with appropriate curriculum chairs/directors, shall determine faculty assignments after considering the WMHAs, load, seniority and rank, online teaching experience, evaluations, administrative responsibilities, and training. A majority vote of the deans is required to assign distance education courses to faculty.
3. If selected to teach in the TN eCampus, full time faculty and other college employees may teach no more than two TN eCampus courses per semester/term, unless special permission is acquired from the Vice President for Academic Affairs and the college President. In accordance with Motlow practice, adjunct faculty can only teach a total of 9 or 12 hours per semester/term, depending on the semester. In accordance with TBR policy, retired faculty may teach as adjunct faculty but can teach no more than 18 hours an academic year.

NOTE: The maximum number of courses/sections or hours an individual may teach in the TN eCampus must take into consideration any other courses, i.e., non-TN eCampus courses/sections, that the individual is teaching.

4. In preparation for each semester, the MSCC Dean of Digital First Learning will develop a list of proposed TN eCampus courses and instructors for that particular term, and coordinate that list with the appropriate dean. As part of the confirmation process, the list of TN eCampus courses and instructors will be provided the Vice President for Academic Affairs for their consideration/review.
5. Adjunct faculty teaching TN eCampus courses/sections fall under the same employment/utilization standards and conditions as they do when teaching any other MSCC course. Additionally, if the MSCC Dean of Digital First Learning does establish a list of available instructors, just because an individual's name is on the list does not mean that he/she will be assigned a course/section to teach. This is true for any potential instructor, regardless if that potential instructor is a full-time faculty member, a college employee, a retired full-time faculty member, or an adjunct faculty, i.e., there may be instances when an individual will not be selected to participate in the TN eCampus even though his/her name is on a list. The MSCC Dean of Digital First Learning, the deans and the Vice President for Academic Affairs have the authority to deny participation, or even have an individual's name removed from a list, because of any activity, or lack of activity, that in their individual or collective opinions, warrants such action.