# WCHHS Policies for Developing Hybrid Courses



# WellStar College of Health and Human Services

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The WellStar College of Health and Human Services Policies for Developing Hybrid Courses is designed to

#### WCHHS Information:

Hybrid course development

Requests for funds for course development must be submitted by Department Chairs/ Directors to

All faculty (full or part time) in WCHHS must be \_\_\_\_\_ before they can develop a hybrid course. Teaching certification can be earned by successfully completing one of the following pathways:

- 1. Successfully completing the Distance Learning Center's Teaching Academy for Distance Learning (TADL).
- 2. Successfully completing the Program (OCFP).
- 3. Successfully completing the <u>Online Course Development Workshop</u> (OCD).
- 4. Successfully completing the College of Humanities and Social Sciences Build a Web Course Workshop.

Hybrid Course Development funds will be disbursed ONLY when the course has been approved by KSU

### The following opportunities are available for Full Time Faculty:

To promote the migration to more online courses, \$1500 will be provided for the redesign of a traditional course to a hybrid course (50% online, 50% face-

#### Shared Use of Courses:

This incentive program is intended to encourage the development of hybrid courses within WellStar College in an efficient manner. One component of this is to incentivize the creation articular catalog number that can be used by other faculty teaching that course.

As noted above, faculty that are compensated are required to make all class materials available for use by other faculty as needed. Additionally,

Faculty members using a hybrid course developed by another faculty member are allowed use of the course content, but are not allowed to leverage that content for personal endeavors (e.g. consulting).

Faculty members using a master course developed by someone else are expected to maintain the overall approved structure and organization of the course as developed. Faculty members using a hybrid course developed by another faculty member cannot change the course more than 15% (otherwise, the course will have to be re-reviewed by KSU using the QM guidelines)

Course content (e.g. video lectures, audio, other learning content) in the master course is expected to be used in good faith and adapted over time in a manner that does not change the structure or organization of the course.

Recorded content from the master course is not intended to be used during classroom time in the place of live professor-student interactions.

#### Payment Deadlines for Course Development

Hybrid course development funds will be dispersed at the end of each semester. Funds will be disbursed ONLY when the course has been approved by KSU.

The deadline for <u>full time faculty submitting completed work</u> and requesting payment from WellStar College are as follows:

- November 13<sup>th</sup> (Submit for payment in December/January Payroll)
- April 13<sup>th</sup> (Submit for payment in Maymester Payroll)
- July 13<sup>th</sup> (Submit for payment in August Payroll)
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### Checklist for faculty wishing to develop a hybrid course:

Are you certified to teach courses through the KSU Office of Distance Learning?

o If not, please contact

## WCHHS Hybrid Course Development Payment Policy - At a Glance:

	Full Time Faculty (and Limited Term 1 Year Faculty)
Teacher Training (certified to teach hybrid/online through CETL, Distance Learning Center, or WCHHS)	\$0 (BoR policy)
Develop Hybrid Course from a face-to-face course (50% online, 50% face-to-face	\$1500*
Transition a hybrid course to online course (95% or more must be online)	\$2500* *

## WellStar College

Faculty Memorandum of Understanding Hybrid Course Development

Name:		
Department/Sc	hool:	
Full-time		
Rank:		
Professor	Associate Professor	Assistant Professor
Lecturer	Instructor	Full-time temporary
Years at KSU: _		
I understand th	ne following conditions ar	e required in order to receive any compensation (initial eac

item):

Rationale for offering this course as a hybrid: \_\_\_\_\_

#### Compensation Policy:

I understand that I alone am responsible for checking to see if I am eligible to receive the compensation for professional development. The responsibility for finding and verifying this information does not fall

responsibility for finding and verifying this information does not fall to anyone in my department besides myself. By signing below, I have verified that:

For full time faculty: This payment will not exceed my 20% salary cap (33.33% in summer for 9-month faculty). Further, I will not exceed my salary cap by accepting this compensation in June . I also understand that I must meet all deadlines (please consult schedules). I understand that deadlines must be adhered to in order to receive compensation.

**For full time faculty:** I understand that I cannot receive both a workload reduction and the \$1500 payment for developing an online course. Please indicate here if you are receiving a workload reduction, or the \$1500 payment:

Workload reduction (negotiated with Director/Department Chair) \_\_\_\_\_(initial here)

\$1500 payment \_\_\_\_\_(initial here)

I understand that the financial consequences are:

Not receiving the payment because of a salary cap overage Accepting a reduced amount in order to not exceed the applicable salary cap.

Faculty Signature

Date