

Compensation Model and Guidelines for Online Course and Faculty Development

The office of the Associate Vice Chancellor for Distance Education and the office of E-Learning have prepared procedures and a process for awarding stipends for online course development. The purpose is to more clearly communicate to all relevant parties the process and criteria for determining the allocation of these stipends and the different tiers of compensation. In addition, the goal is to provide for a more consistent and stable system of allocation.

The process for obtaining a stipend may be initiated at more than one level. At the *administrative level*, a programmatic need may be identified for the development and delivery of an online course/program. For example, the Onslow Extension site may identify a need for a particular course (or courses) that serve the needs of the extension students. The academic department/program would then be asked to develop and deliver the course. At the *department/programmatic level*, the need for the development or expansion of online course offerings may be identified. The next step in both cases is to contact the AVC for Distance Education office with the name of the course and the justification for developing and delivering the course online. In addition, the type of stipend requested based on the following compensation model needs to be specified and the proposed development dates and delivery dates.

Stipends are distributed in two general areas: course development and faculty development. Within each area, there are two tiers of compensation. Each area and tier is described below. A contract must be completed for each activity, which is signed by the faculty member and his/her respective Department Chair, School Director/Dean and the AVC for Distance Education. The contract outlines the timeline for the activity. The stipend is paid once the deliverable is produced, and the course is checked by the assigned instructional designer for quality assurance and ADA Compliance.

I. Course Development (New course or significant redesign)

Tier A - New Online Course Development

Description: For development of a course that has not previously been developed for or taught through online delivery. Faculty member will complete training with Office of E-Learning (OEL) to learn and develop best practices for development and delivery of online courses. Training will focus specifically on the standards that have been developed by the UNCW OEL.

Assumption: The course has never been delivered in an online format and faculty member has no previous online experience or training.

Focus: Best practices for online course development; OEL course development; faculty knowledge and skills development.

Deliverable: Completion of training program through OEL. Fully developed course that meets standards defined by OEL as determined through a completed course evaluation.

Compensation: \$5000

Tier B – Significant Course Redesign

Description: An existing online course which has not been taught or updated for a significant time period. Rationale and justification for the updating or redesign must be reviewed and approved by the department chair/school director, dean, and AVC for Distance Education. Faculty member has not previously completed training with Office of E-Learning (OEL) to learn and develop best practices for development and delivery of online courses and/or does not have previous online teaching experience. The course will be updated and redesigned with assistance in instructional design by the OEL.

Assumption: Course has already been developed in an online format, but has not been taught/delivered for a significant period of time and faculty member has no previous online experience/training.

Focus: Update/redesign existing UNCW online course to address programmatic needs, improve course dynamic, pedagogy, and delivery

Deliverable: Completion of training program through OEL. Fully developed course that meets best practices for online course development as determined through a completed course evaluation.

Compensation: Course re-design / improvement of an existing course: \$500 - \$2,500 (depending on the extent of work to be done)

II. Faculty Development for Online Teaching

Tier A – Previous Experience in Online Delivery

Description: For participation in training course specifically designed for instructional delivery of an existing course. Faculty member will complete training with Office of E-Learning (OEL) to learn and develop best practices for development and delivery of UNCW OEL courses.

Assumption: Faculty member has delivered a course in an online environment. Fully developed online course already exists but has not been previously taught by grant recipient and does not need updating or redesign

Focus: Faculty knowledge and skills development in UNCW OAP online instruction.

Deliverable: Completion of training program through OEL and evaluation of course design.

Compensation: \$500

Tier B – No Previous Experience in Online Delivery

Description: For participation in training course specifically designed for instructional delivery of an existing course. Faculty member will complete training with Office of E-Learning (OEL) to learn and develop best practices for development and delivery of UNCW OEL courses.

Assumption: Faculty member has not previously delivered a course in an online environment.

Focus: Faculty development of knowledge and skills development for online instruction in the OAP format.

Deliverable: Completion of training program through OEL and evaluation of course design.

Compensation: \$1,000

Note: A faculty member is limited to one stipend in this category.

III. Procedures and Guidelines

- Funds are available from Distance Education to fund the development of online courses that are being developed toward the creation of or improvement of online programs.
- Funds must be requested in writing to the Associate Vice Chancellor for Distance Education
- Requests will be approved or denied by the Associate Vice Chancellor for Distance Education.

- Once approved the Director of the Office of E-learning will assign an instructional designer to the project
- After course is developed and approved, the course must be delivered on a consistent basis (as online cycle dictates, based on student needs).
- Course will be reviewed for ADA compliance and Quality by the instructional designer assigned to the development of the courses
- Instructional designer will send compliance check to the Associate Vice Chancellor for Distance Education and the business officer, and payment will be approved.