WCHHS Policies for Developing Hybrid Courses

(Enacted 2014-15; revised January 4, 2016; July 27, 2016; December 5, 2016)

WellStar College of Health and Human Services

Table of Contents:

Contact Information and WCHHS Information	3
Compensation	4
Shared Use of Courses	5
Payment Deadlines for Course Development	6
Checklist for Faculty Wishing to Develop a Hybrid Course	7
WCHHS Payment Policy At-a-Glance	8
WCHHS Faculty Memorandum of Understanding	9-11*

**pages 9-11 should be completed, signed and returned by paper copy to Charity Bryan*

The WellStar College of Health and Human Services Policies for Developing Hybrid Courses is designed to explain the policies of the College as they relate to developing new hybrid courses. ***Failure to meet the conditions of the Compensation Policy will result in no payment. There are no extensions granted, and no exceptions.*** The financial consequences are: not receiving the payment because of a salary cap overage and/or accepting a reduced amount in order to not exceed the applicable salary cap.

If you have any questions regarding the policies, please contact Charity Bryan at cbryan4@kennesaw.edu.

Contact Information:

- WCHHS Program Director for Online Education – Charity Bryan (cbryan4@kennesaw.edu)
- WCHHS Online Instructional Designer – Dale Suffridge (dsuffrid@kennesaw.edu)

WCHHS Information:

- Hybrid course development funds will be distributed by the Dean's Office.
- Requests for funds for course development must be submitted by Department Chairs/Directors to Charity Bryan**.**
- **All faculty (full or part time) in WCHHS must be *certified to teach*** 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 Distance Learning Center's Online Course Facilitation Program (OCFP).
    3. Successfully completing the CETL's Online Course Development Workshop (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-to-face).

- The hybrid course must be shared with the department/college to be eligible for these funds.
- Hybrid courses must successfully complete the KSU Quality Matters review process (meaning, using the QM Rubric, the course has met standards and been "certified" by KSU for 3 years).
- **Once approved, the developed hybrid course must be taught within the next 12 months.**
- Courses that are subsequently converted from hybrid to online will be eligible for a **$2500** payment only.
- Compensation will be distributed as additional pay in the faculty member's paycheck
- Compensation provided ***cannot*** exceed the 20% salary cap (33.33% in summer for 9-month faculty).
- Faculty cannot receive both a workload reduction and the $1500 payment for developing an hybrid course
- See WCHHS Policies for Developing Hybrid Courses for more information about developing hybrid courses (http://wellstarcollege.kennesaw.edu/distancelearning/hybrid-courses.php)

In rare circumstances, part time faculty may develop online courses per the need in the department. Department Chairs/Directors should alert Charity Bryan if a part time faculty member will be developing an online course.

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 of a "master course" for a particular 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, ***those faculty members using another's course are expected to adhere to the following guidelines***:

- 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 **full time faculty submitting completed work** and requesting payment from WellStar College are as follows:
  - November 13th (Submit for payment in December/January Payroll)
  - April 13th (Submit for payment in Maymester Payroll)
  - July 13th (Submit for payment in August Payroll)
  - *These dates are not reflective of the Course Submission **Deadlines for KSU/QM Certification**. Please see posted deadlines for KSU/QM Review from the Distance Learning Center at: (http://distancelearning.kennesaw.edu/review/index.php - see "Online Course Submission Deadlines")*

- All faculty should complete the following tutorial in order to better understand the compensation process and Board of Regent Rules regarding compensation:
  - http://www.kennesaw.edu/elearning/Workshops/workshopwebsite2015/Tutorial/index.html
  - Please attach your certificate of completion for the tutorial in an email to Charity Bryan (cbryan4@kennesaw.edu) when requesting your payment.

Checklist for faculty wishing to develop a hybrid course:

- ☐ Are you certified to teach courses through the KSU Office of Distance Learning?
  - If not, please contact Charity Bryan (cbryan4@kennesaw.edu) for information on becoming certified to teach courses.
- ☐ Has your Departmental Curriculum Committee approved this course transitioning to hybrid?
  - If not, please contact your Department Chair/Director.
- ☐ Has your Department Chair approved you to transition this course to hybrid?
  - If not, please contact your Department Chair/Director.
- ☐ Are you planning to teach any classes in the summer?
  - If so, how many?
  - If so, please email Charity Bryan (cbryan4@kennesaw.edu) to confirm summer class schedule.

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**
Total maximum payment per online course developed	*$4000*

*$1500 is the ***only*** payment for face-to-face to hybrid course development

$2500 is the ***only* payment for hybrid to online course development

$4000 is the ***maximum*** *payment* amount per course developed for full time faculty

WellStar College

Faculty Memorandum of Understanding – Hybrid Course Development

Name: _____

Department/School: _____

☐ Full-time

Rank:

☐ Professor ☐ Associate Professor ☐ Assistant Professor

☐ Lecturer ☐ Instructor ☐ Full-time temporary

Years at KSU: _____

I understand the following conditions are required in order to receive any compensation (initial each item):

___ If I am not already certified to teach, I will enroll on and complete a CETL/DLC/WCHHS Course Development Workshop immediately http://www.kennesaw.edu/cetl/upcoming_events.html

___ My course content will be prepared in advance of the sessions offered by CETL/DLC/WCHHS

___ I will submit my course for KSU's internal QM review in accordance with the deadlines posted by the Distance Learning Center at: *http://distancelearning.kennesaw.edu/review/index.php - see "Online Course Submission Deadlines"*

___ I will accept this compensation as additional pay in my paycheck

___ This payment ***will not*** exceed my 20% salary cap (33.33% in summer for 9-month faculty)*

___ I have the support of my department chair/director for my participation in this initiative and to offer this course as a hybrid

___ I understand that the continuous improvement of hybrid courses is the responsibly of the faculty member developing the course

___ I understand that my hybrid course will be re-reviewed every three (3) years through the Quality Matters process.

___ I understand that this is an institution assisted effort as defined by the University Handbook - http://kennesaw.edu/handbooks/university/section5_2.php#2

**If this payment exceeds the 20% or 33.33% salary cap, please contact the Dean's Office.*

Course subject/number proposed (must have previously offered this course via face-to-face instructional methodology): _____

Rationale for offering this course as a hybrid: _____
_____
_____
_____
_____
_____

Please note, priority will be given to fully online courses that have not been previously offered.

Who will teach this course?

☐ I will teach this course

☐ Another full time faculty member will teach this course (name: _____)

☐ Another part time faculty member will teach this course (name: _____)

_____ _____
Signature** Date

Signature indicates understanding of terms and conditions and requirement to offer this course **within the next 12 months**

_____ _____
Department/school chair/director signature*** Date

****Signature indicates review and approval of proposal and course to be converted*

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 to my department chair or personnel in the Dean's Suite or the CHSS Office of Distance Education. The 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: I will accept this compensation as additional pay in my paycheck

☐ 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 understand that this course does count towards my summer cap***. 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)

or

☐ $1500 payment _____(initial here)

Failure to meet the conditions of the Compensation Policy will result in no payment. There are no extensions granted, and no exceptions.

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