

Northeastern Oklahoma A&M College  
Proposal for Web Course Development

Course Title/#: \_\_\_\_\_ Dept./Sch. \_\_\_\_\_

Instructor: \_\_\_\_\_ Date submitted \_\_\_\_\_

Rationale for the course to be offered via the web:

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Explanation of how the course will be developed for use on the webct platform:

*(Skip to Request Approval of E-pack Course Addition if requesting to add an e-pack course)*

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Projected timeline for course development and first offering of the course on the web:

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Request Approval of E-pack Course Addition and timeline for first offering of course on the web:

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Comments & recommendation by Department Chairperson:

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Chairperson signature/date: \_\_\_\_\_

Comments & recommendation by Dean:

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Dean signature/date: \_\_\_\_\_

Comments & recommendation from Distance Education Committee:

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Vice President for Academic Affairs signature/date: \_\_\_\_\_

## Memorandum

**To: Faculty Seeking Compensation for Online Course Development**

**From: Distance Education Committee** (Kay Harris (Chair), Cindy Bigby, Vickie Berry, Lori Hackwell, Brad Henderson, Brenda Lucas, Karen Stout, Bill Able (ex-officio))

**Date: 1.30.07**

**Re: Ownership**

This memo is to serve notice that all faculty members receiving compensation funds for the development of online courses are subject to the "Ownership" section of the Distance Learning policy which states:

*Northeastern Oklahoma A&M College will maintain ownerships of any course content, under the following conditions:*

- 1. The faculty member received funds, leave, or other compensation for developing the course, or*
- 2. The course was developed entirely, or substantially, using NEO technology (including laptops, desktops, software, the ETC and its staff, or other instructional technology), or*
- 3. The course or the content of the course was purchased by the college*

*The faculty member will maintain ownership of the course if they:*

- 1. Develop the course without substantial use of NEO technology (Faculty members are encouraged to document development and may do so using software such as MS Project or MS Outlook [Journal]), or*
- 2. Possess prior ownership, or*
- 3. Personally purchase the content of the course or the course in its entirety, and*
- 4. Did not receive funds, leave, or other compensation for developing the course*

### *Co-Ownership*

*An instructor may solicit rights to partial content or an entire course upon their termination of employment at NEO. To do so, the faculty member must submit their request in writing to the department Chair and the Distance Education Committee. Rights to content or an entire course will be granted upon approval of both the Chair and Distance Education Committee and may, or may not, contain time constraints.*

All faculty members are encouraged to review the entire Distance Learning Policy available at:

<http://www.neoam.edu/~distanceed/committee/pdf/Distance%20Learning%20Policy.pdf>