

NEO Online Course Compensation for Development Form

Faculty seeking compensation from the Dobson fund for the development of an online course must submit this form along with a completed and circulated Proposal for Web Course Development to the Distance Education Committee. Please attach any supporting documentation.

Instructor Name: _____ Date: _____

Course Title: _____ Course ID#: _____

Credit Hours offered for course: _____

Classification of course: Entirely Online Hybrid

If hybrid, please explain delivery methods: _____

Title of text used for this course: _____

Publisher of Text: _____

Is the course complete? Yes No

Initial semester/year course will be offered online: _____

Estimated percentage of publisher provided content used in the creation course: _____

Comments:

Signature of Faculty

Date

Signature of Course Review Subcommittee, Chair

Date

Signature of Distance Education Committee, Chair

Date

This document is to be completed and forwarded, along with any accompanying documentation, to the Office of the Vice President of Academic Affairs for immediate consideration of approval.

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>