

Recommended changes to the *Agreement Between The County of Sullivan/Sullivan County Community College and the Professional Staff Association September 1, 1999 – August 31, 2004* per Article 25 Changes in Agreement.

## **Policy and Guidelines for Web-Based Academic Courses and Programs**

### **Policy on SCCC Web-Based Academic Programs**

As stated in its Mission Statement, SCCC is committed to “offering specialized high quality curricula, and marketing them effectively to potential students not only throughout New York State, but throughout the United States and abroad, when and where appropriate.” Consistent with this mission, SCCC is further committed to developing, marketing, and delivering academic web-based courses and online degree and certificate programs.

### **Policy on SCCC Web-Based Instructor Eligibility**

All SCCC faculty and adjuncts, referred to here as “Instructors,” are encouraged to consider developing and delivering SCCC courses using internet technology. Interested faculty must discuss this possibility with their Division Chair. In considering an Instructor for assignment to a web-based course, Division Chairs will consider: a) student evaluations from past courses, b) peer evaluations, c) periodic performance evaluations, and d) the historical student retention rate for that Instructor’s classes.

In 2003, the SUNY Learning Network (SLN) is the primary delivery vehicle for distance delivery of credit courses. SLN participation in no way limits SCCC web-based academic course delivery options. In addition to world wide web internet delivery via SLN or other program, courses may be developed and delivered online via the SCCC intranet or via connectivity with one or more remote locations. The Office of the Vice President for Academic and Student Affairs will determine the appropriateness of distance learning venues.

There will be no difference between courses developed for SLN delivery, other internet delivery, SCCC internal web-based delivery, or other venues in regard to Instructor selection, evaluation,

retention, or remuneration. All courses developed for delivery using internet technology will be defined as “online” or “web-based”, regardless of which format is employed in their development. SLN courses, therefore, will be considered a subset of SCCC web-based courses.

Division Chairs should examine their program offerings and identify those programs that might be suitable for online degree/certificate delivery. If practicable, General Education courses, courses in high demand, and courses leading to degrees/certificates that may prove suitable for online completion should be prioritized for online delivery.

The Faculty’s Standing Committee on Teaching and Learning helps the College continually improve the teaching and learning process. The Committee may periodically publish guidelines for the development, delivery and evaluation of teaching and learning practices of various kinds, including guidelines for web-based delivery of course materials.

### **Procedures for the Assignment of Web-Based Instructors**

Existing SCCC faculty or adjuncts must obtain permission of the appropriate Division Chair to: a) develop and teach each new web-based course, or b) update and teach a previously developed course. Once the Chair has obtained the permission of the Vice President for Academic and Student Affairs to proceed with these plans, a web-based workload assignment may be made.

Some courses may not be appropriate for web-based delivery. Appropriateness of a course for web-based delivery will be left to the discretion of the Division Chair. If an Instructor and Chair cannot resolve a disagreement about the suitability of a course for web-based delivery, the matter should be taken to the Vice President for Academic and Student Affairs. After appropriate consultation, the decision rests with the Chair and the Vice President for Academic and Student Affairs.

### **Policy on Office Hours for Web-Based Instructors**

Any Instructor who is teaching a web-based course for SCCC will be asked to keep on-line office hours. The Instructor is expected to be available to students via distance communication during

posted, on-line office hours. The office hours will be disseminated to the Chair and to the Division's support staff and they will be posted online.

### **Procedures for Assignment as a SUNY Learning Network (SLN) Instructor**

A "first time SLN Instructor" is defined as an Instructor who is teaching an SLN course for the first time, regardless of prior teaching experience. Instructors must register for and successfully complete the prescribed course development workshops. SCCC will reimburse Instructors for reasonable travel expenses relating to workshop attendance provided the paperwork is submitted in accordance with SCCC policy.

It is possible that a first time SLN Instructor will plan to teach an existing course. Such Instructors will be expected to attend the prescribed SLN course development workshops.

### **Policy on SCCC SLN Course Load**

This section covers only SLN courses; class sizes for other web-based courses will be set by the Chair, but will usually follow these same guidelines. If the Instructor and Chair cannot agree on an appropriate class size, the Vice President for Academic and Student Affairs will make the final determination.

Web-based courses offer a great deal of flexibility and may or may not conform to on-seat start or stop dates. Additional guidelines may be developed and implemented if the academic year is broken into smaller online components. Under the traditional calendar system, with approval from the Division Chair and the Vice President for Academic and Student Affairs, SLN Instructor workload limits are as follows:

- During Spring or Fall Semester: Full time faculty may teach up to 2 SLN courses not to exceed 50% or their regular full time workload.
- During the summer: Instructors may teach a maximum of 8 SLN credit hours.
- During Intersession: Instructors may teach a maximum of 4 SLN credit hours.

## **Policy on SCCC SLN Class Size**

Approval to add a second section of an online course must be obtained from both the Division Chair and the Vice President for Academic and Student Affairs. Approval to teach an additional section of a course could result in exceeding the maximum credit hours for SLN. Such approval may still be granted on a case-by-case basis after a review of the overall workload and other factors. Additionally, if creation of another section results in a double overload, approval must come from the President, as it must for all courses. First time SLN Instructors are limited to one section of one course (or course plus lab).

### Minimum class size:

SCCC SLN courses drawing an enrollment below 10 students are subject to consideration for cancellation.

### Maximum class size:

First time SLN Instructors will be limited to offering one section of one course (or course plus lab) with a maximum of 16 students.

Repeat SLN Instructors will have a maximum load of 20 students per section. Instructors may make the decision to increase class size.

Class size often changes during drop/add processing. If a second section is opened, student distribution may be adjusted by the Instructor(s) to optimize student interaction.

## **Policy on SCCC Web-Based Course Evaluations**

The Office of the Vice President for Academic and Student Affairs, the Division Chair and the Instructor will determine the best method(s) for evaluation of online teaching and learning consistent with the guidelines and requirements of the New York State Education Department (NYSED), the State University of New York (SUNY), and Sullivan County Community College (SCCC). The SCCC SLN Academic Coordinator, the Director of Institutional Research, or any future Director of Online Learning (or person with similar title) may impose additional

standardized assessment requirements consistent with “best practice”, Policy Governance outcome measures, or other internal research requirements. Such requirements will generally be discussed and disseminated prior to the start of the semester(s) to which they are intended to apply. Web-based Instructors should be aware that they are participating in a growing program subject to some experimentation and assessment beyond that which might be expected from an on-seat course.

### **Policy on SCCC Web-Based Instructor Compensation**

Each Instructor will be compensated at their respective rank for course delivery.

“Course development” at SCCC means that the Instructor agrees to develop and present the following: a course concept for the approval process, a course outline that includes SCCC and applicable SUNY General Education course objectives, a complete syllabus with lesson plans, content material for each lesson, and a student learning outcomes assessment plan that includes materials such as test questions or portfolio evaluation criteria. Instructors who develop courses for web-based delivery may expect assistance from the SCCC Instructional Technology Coordinator/Multimedia Instruction Developer (MID) and others. Each Instructor receiving such assistance is expected to attempt to learn the skills needed to develop their own materials.

Instructors will be paid:

- \$500 for developing his/her first online course.
- Up to \$2,000 for development of an online course provided this request is made by the College and the course becomes the property of the College. A request of this nature will come from the Division Chairperson with approval of the Vice President for Academic & Student Affairs and does not apply to courses readily available in the catalog.
- Compensation for teaching all SLN courses is the same as for on-seat courses.

The development and delivery of web-based courses requires suitable computing power, graphics display capability, video streaming, sound, and similar functions. SCCC will provide web-based Instructors with a computer suitable for development and delivery of online courses. The College will provide the appropriate technology needed to develop and deliver instruction.

Instructors are expected to maintain their online courses with no expectation of additional course preparation compensation. Faculty and staff have first right of refusal to teach online courses they developed.

If a first-time on-line instructor develops a course that is then postponed, shelved, or cancelled due to low enrollment, compensation is still due provided all criteria were met in good faith. If an instructor is asked to develop a new course that is not available "on-seat," the chair may request that the instructor be compensated. In such a case the College will own the course and the instructor will have the first right of refusal to teach the course. If an online course is assigned to a different Instructor and that Instructor and Chair agree that the course requires a complete overhaul, the Chair may recommend that the Instructor be compensated at the appropriate rate. Such a situation should be unusual if a course is adequately maintained over time, but it may happen that this situation could arise when an older course is reinstated after a period of disuse. In all cases, the Vice President for Academic and Student Affairs will make the final recommendation to the President regarding compensation.

### **SCCC Policy on Ownership of Web-Based Content**

SCCC faculty enjoy academic freedom. SCCC recognizes that Instructors who design and deliver web-based content take pride in developing that content. SCCC recognizes the right of Instructors to use their material to publish or present their work. Teaching the course for another college requires disclosure from the instructor and approval from the President. The concept of Copyright is inherent in content creation. At the same time, SCCC retains the right to use and reuse content created by Instructors in the employ of SCCC provided the author is appropriately acknowledged.

At this College, development of web-based and other electronic course material is accomplished in a partnership between SCCC and an Instructor or a team of Instructors. The Instructor is compensated for developing the materials, if the instructor is willing to sell, and the College requests purchase of the entire course package. A request to purchase a fully developed on-line course should be made by the division chairperson to the vice President for Academic and Student Affairs, who will make a recommendation to the President for final approval. The College contributes equipment and other resources to the development effort.

An Instructor has the right to refuse to permit reuse of material without proper citation, but cannot expect the payment of “royalties” or other future monetary consideration for the reuse of material that is properly cited or that was released for reuse.

SCCC does not intend to pay a series of Instructors to create duplicate web-based course content. With proper credit to the author(s) or with blanket permission from the author(s), SCCC will reuse web-based and other materials, as appropriate. Copyright issues will be in keeping with College policies.

The SCCC Course Outline Template applies to all courses. As with all courses, divisions will address the issue of uniformity in a multi-sectioned course.

SCCC will develop an internal archive of materials suitable for reuse. Faculty will have input to the procedures by which this will be created and used. Reuse of web-based and other visual materials of all kinds developed for use in development courses or other courses with many sections and large enrollments is particularly desirable.

A policy of reuse is not intended to deprive an Instructor of academic freedom or to diminish his or her unique contribution to SCCC. SCCC is a Community College, however, and most of the courses that are developed and taught here are replicated at hundreds of other colleges. SCCC therefore recognizes that the true contribution of the Community College Instructor is in his or her ability to facilitate learning.

**Approved by the SCCC Board of Trustees, February 19, 2004.**