Online Quality Council Meeting
Thursday, October 4, 2018
1:00 p.m.

1. Review of Policies for:

    A. New Online Course Development

    B. Online Course Redevelopment

    C. Online Course Revision

    D. Online Course Maintenance

    E. Online Course Assignments

    F. Online Course Development Contracts

    G. Course Redevelopment Cycle

    H. Course Review/Approval

2. Faculty Compensation for Course Maintenance and Course Development

Discussion continued this date on any items above that were relevant to (2) above.   The following was noted:

-   A payment for maintenance and course update that was verbally committed to by Dr. Bailey this summer has been approved.
-   There seems to be different needs in different divisions related to delivery methods and expectations;
-   The Deans have to be the ones to authorize the faculty to beginning approval of any work, including course maintenance; nothing should ever start on any work on the course before getting a contract;
-   Expectations and changes in the online environment in general necessitate updated policy
-   The history of payments for courses actually originated from TBR; RODP gave $6,000 per class for development and we had 21 RODP courses and we were encouraged to put in online for RODP and then we could keep the courses ourselves (JSCC).
-   The time of the year that budget is being discussed and set (February review and April submitted to TBR); by July 1 there is the new budget.

- The Online Quality Council (OQC) used to deal with all of the contract concerns, but had not been meeting regularly over past semesters due to changes in staff.

The resolution suggested related to the problem of how payments have been happening recently: Faculty will submit the request to revise or develop a course by the date directed to do so, and such and then send the request to their dean. The Dean will then present the request to the online quality council (OQC); the OQC then will prioritize (needs and budget-based) and approve requests, and the Deans will report to faculty which requests have been funded.

There was then discussion of the idea of raising the course development fee (suggested $2500) so that it could include all variations of weeks' development, as well as encompassing all fees from the very beginning (for an approximate 5 year cycle). Discussion included comments about bout learning outcomes changing on the ground courses, and the need to maintain online consistency for SACS standards. Discussion of the parameters of what the $2500 would cover as it relates to what all and how a faculty member could address the needs, for example, that adjuncts could provide the updates in many cases.

It was noted that research into the matter of payment for maintenance and smaller revisions of courses has found that other schools are not even paying for these activities: TBR meeting on Thursday, confirmed this information also.

Concerns were verbalized about the timing of asking for the course redevelopment and the lack of recent past true timeline of the course developments. It is recommended that 6 months be allowed for course development and total redevelopments.

Elearn training for adjuncts was discussed; basic trainings might be needed and could be available to allow experienced adjuncts to do updates.

The question was asked about the number of online courses that we have that might be on the 5 year cycle. In unique courses, we have passed the SACSCOC benchmark; 41 hours are offered online and some are 3 hours and some are 4 hours. Based on the courses we offer now it was estimated that $32,500 per year for redevelopment would be necessary if ALL of the onlines were redeveloped every 5 years. The current budget is about $26,000 per year.

A timeframe for new policy discussed and it was suggested that any course development started as of January 2019 could be subject to new policy. Discussion of time schedule (6 months prior to contract) that already exists in policy would be followed, as well as the need to discuss as expectations with faculty in initial faculty planning meetings each fall. It was reiterated that all policy changes have to be approved by the president.

Discussion of need to grow distance education due to elearn needs as it relates even to the on-ground courses because everyone has an elearn shell, not just online; discussion of how to possibly change the online fees for all courses; e.g., capturing the hybrids for the $10 per hour

online fee was discussed, as well as how the contingency plan for if anything happened to the college, everything can flip to the elearn platform.

Final discussion was how it would be good to float a proposal for feedback from faculty via Faculty Council.

Proposal (draft to be floated):

It has become clear that current policy for online course development and maintenance is dated and is in need of revision. The Online Quality Council would like the Faculty Council's input and consideration of the following information being discussed as the beginning of a draft for a new policy:

It is suggested that a new policy include contracts that provide for a one-time payment (consistent with other current community college practices) to be made (suggested amount: $2500) for course development and course redevelopment. Contracts will be requested by the deans, approved in an Online Quality Council meeting, and issued as needed, or as part of the 5 year redevelopment cycle. Developers will be responsible for creating 15, 7, 5, and 3 week versions of a course if needed and will oversee the course until the next redevelopment of the course, which is typically on a 5 year cycle. Consistent with current policy, it is suggested that parameters for timeframe of 6 months for the completion of course development/redevelopment continue.

*Any and all decisions made for a new policy will require approval from Dr. Hamilton.

Meeting was adjourned at 2:35 p.m.

(Submitted by Vivian Grooms)