GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 32

WEB-BASED COURSES

32.1. General

1.1. Scope – This policy establishes a fair and equitable process for developing funding related to web-based courses and assigning incentives for the same.

1.2. Authority – W.Va. Code §18B-10-1

1.3. Effective Date – August 23, 2006

1.4. Repeal of Former Rule – This policy supersedes any or all policies in reference to developing funding related to web-based courses and assigning incentives for the same.

32.2. Purpose

2.1. The purpose of this proposal is to implement a process to increase the number of web-based courses offered by Glenville State College (GSC) to remain competitive with other institutions around the state. This would effectively require every department to institute some web-based courses by Fall 2006. The resulting proposal goals include:

2.1.1. The Associate of Arts in General Studies to be fully web-based where appropriate by the Fall of 2007 semester.

2.1.2. Increasing scheduling flexibility thereby meeting the needs of students, especially non-traditional students.

2.1.3. Increasing student enrollment.

32.3. Rationale

3.1. The number of web-based courses currently offered by Glenville State College is minimal. Increasing the number of web-based courses offered by Glenville State College has the potential to increase our student FTE as well as provide additional educational opportunities and respond to an ever increasing competitive market.

32.4. Process

4.1. The following will provide financial resources for developing and maintaining:

4.1.1. Course fee structure

    4.1.1.1. A student user fee will be assigned for online courses

        4.1.1.1.1. $100/semester for an Instructor Fully Developed Online Course (IFDOC) – defined in Guidelines for Online Course Development

        4.1.1.1.2. $75/semester for e-pack/publisher or courseware courses

    4.1.1.2. Fee assessment to begin Fall 2006

    4.1.1.3. Instructor stipend (see 4.2 below)

    4.1.1.4. Course Fee Balance Distribution (see 4.3 below)

4.1.2. Online Course Development Stipend Payment

    4.1.2.1. Any instructor (faculty member or adjunct) can develop an online course

    4.1.2.2. Each course instructor that develops and teaches an online course will receive a $1000 stipend for the first semester that the course is offered and 10 or more students are enrolled in the course. A faculty stipend for an instructor developed on-line course that utilizes publisher-developed course supplements may be negotiated with the Vice President for Academic Affairs if the clear majority of the course is instructor-developed.

    4.1.2.3. The stipend will be prorated for a course developed that enrolls less than 10 students.

    4.1.2.4. Offering a course with less than 10 enrolled students must be agreed upon by the instructor, departmental chair, and the Vice-President for Academic Affairs.

4.1.3. The stipend payment is in addition to the instructor's regular payment.

4.1.4. The course is considered part of regular faculty load.

4.1.5. If the faculty member qualifies for an overload, she/he will also receive overload pay for the course.

4.1.6. Web-enhanced courses are not eligible for course development stipend payment.

4.1.7. E-pack/publisher or courseware courses are not eligible for online course development stipend payment.

4.1.8. Course Copyright

    4.1.8.1. Once the instructor accepts course development payment, GSC owns the course.

4.1.8.2. If the course development payment is not accepted, the instructor owns the course.

 4.2. After the first semester of online course delivery, the instructor payment will be $35/student enrolled/IFDOC and the course fee balance distribution will be according to Section 4.3 below.

 4.3. Course Fee Balance Distribution

    4.3.1. After the instructor stipend is paid, one half of the balance is paid to the department with the second half of the balance paid to the College's education and general (E & G) fund.

    4.3.2. If the instructor does not accept the stipend payment, the course fees collected will be distributed according to Section 4.3.1 above.

 4.4. The review/approval process for all new on-line courses will proceed in the following order and may not proceed to the next level unless approved at the prior level.

    4.4.1. Approval from Department Chair

    4.4.2. Approval from Vice President of Academic Affairs

    4.4.3. Approval from Curriculum Committee

32.5. Review of Implementation of this Policy

5.1. Because Glenville State College's technology usage and online class enrollment numbers are unknown, this proposal is valid for one academic year, beginning in the Fall of 2006. In the Spring of 2007, the proposal, fee structure and instructor payment(s) will be reevaluated for effectiveness and subject to revision.

Approvals:

_____   _____
President   Date

_____   _____
Chair of the Board   Date