ONLINE COURSE DEVELOPMENT AGREEMENT
ARMSTRONG STATE UNIVERSITY

Name of Faculty Member ___________________ Department of Faculty Member ___________________

Armstrong State University (Armstrong) hereby offers an appointment to develop a new fully online course, or to convert an existing course to a fully online course, on the following terms (Check one):

☐ The Faculty Member will develop a new fully online course

☐ The Faculty Member will convert an existing course to a fully online course

☐ Other (describe in detail): ____________________________________________________________
____________________________________________________________________________________

The Faculty Member's compensation shall be (Check one):

☐ The exclusive use of the following equipment: ________________________________

This equipment is to be used for teaching, research, or institutional service, and shall remain the property of Armstrong.

☐ Course release (describe) ________________________________

☐ Compensation (describe) ________________________________

After the course has been approved through the course quality review process managed by the Office of Online and Blended Learning, compensation will be paid to the faculty member through the payroll process, subject to normal deductions and the terms and conditions outlined on the following pages.

Course & Program Description

Degree/Certificate Program and/or Area Name: _____________________________________________

Course Prefix and Number: ________________________________

Title of Course (as appears in university catalog) ________________________________

Number of Credit Hours: ______________

This course will be part of (check one):

☐ An existing fully online program (Name of program) ________________________________

☐ An existing hybrid program (Name of program) ________________________________

☐ A new fully online or hybrid program (Name of program) ________________________________

☐ An existing fully-on-campus program (Name of program) ________________________________

☐ A new fully on-campus program (Name of program) ________________________________

When will the course be offered online (term & year): ________________________________

Armstrong Course Development Agreement
Has another section of this course gone through a Quality Matters™ review by you or another faculty member?  _____ Yes  _____ No

If the answer to the previous question is yes, identify who completed a Quality Matters review of the course and when:
Date: ___________________  Faculty Member: ________________________________

If the answer to the question above is yes, explain the rationale for submitting this course through a Quality Matters™ peer review._____________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

If the answer to the question above is yes, design of this course submitted for review must be original to the faculty member submitting this agreement. Please indicate as such by initialing the statement below

_____ The course design is original to the course I am submitting for Quality Matters™ review and has not been developed or reviewed by anyone else.
The appointment shall be subject to the following terms and conditions:

1. **Course Components.** As required by applicable standards including but not limited to federal regulations and Southern Association of Colleges and Schools (SACS) standards, each course created or revised pursuant to this appointment shall contain, at minimum, a syllabus, a course description, course objectives and outcomes, lesson and activity plans for each module/unit, course and module/unit objectives, readings, discussion boards, individual and/or group assignments, quizzes and/or exams. Course components may also include, where appropriate, simulations, field trips, labs, clinical experiences, lectures, videos, simulations, handouts, and other components.

2. **Format and Medium.** The course created or revised pursuant to this appointment, including each of its components, shall be submitted in a medium acceptable to Armstrong and compatible with its Learning Management System (LMS). If a delivery technology is intended for use other than the LMS, such technology delivery is approved by the department dead and the director of Online and Blended Learning.

3. **Acceptance by Armstrong.** In order for the course to be reviewed for compliance with quality standards, it must be fully developed prior to submission for review. Upon submission, the Educational Technology Committee’s Subcommittee for Online Course Review, and/or such other persons or committees Armstrong may appoint will review the course components. The review shall evaluate the course components’ compliance with applicable standards including but not limited to applicable federal regulations, SACS standards, and Quality Matters™ standards. This review process may require that the course be revised and resubmitted for review until it is deemed as passing the review criteria. **The Director of Online and Blended Learning, or his/her designee, will notify the Provost’s office, the registrar, the appropriate college dean, the appropriate department head, and the course developer when the course successfully completes the review criteria.**

4. **Resources for Faculty Members.** Armstrong will provide the faculty member with various resources to assist with the creation or revision of the course components. These resources will include, if feasible, access to the Armstrong LMS, best practice e-classroom templates, access to software available on campus, technical instruction and support though the instructional designers and IT Services, assistance with instructional design related to course creation and revision, assistance with assessment and rubric development, assistance with the production, duplications, and distribution of suplementary print and multi-media course materials (with appropriate copyright permissions), and technical support from the instructional designer, help desk, and library. Faculty members are encouraged to attend workshops offered by the Armstrong Office of Online and Blended Learning and IT Services.

5. **Intellectual Property.** The course components are acknowledged to be the property of the faculty member. In consideration of the compensation and support described herein, the faculty member hereby grants to Armstrong an exclusive, irrevocable, transferable license to use, reproduce, assign, and modify the course components without attribution. In particular, the faculty member acknowledges that Armstrong may allow other faculty members to deliver the course, provided, however, that the faculty member will have a right of first refusal to teach the fully online course as a part of his or her regular academic year workload for two years following the completion date, if the faculty member remains a member of the Armstrong faculty with online faculty status. Armstrong makes no claim of ownership to original scholarship or scholarly materials created for publication in any other media (including other online course components not associated with this appointment) by the faculty member or other persons, except where otherwise provided pursuant to Armstrong or Board of Regents policies. Further, Armstrong makes no claim of ownership of the faculty member’s pedagogical techniques, lecture notes, ideas, or any other materials except as embodied in the course components.

6. **Incorporated Copyrighted Material.** The faculty member represents that all copyrighted materials incorporated into the course components are used subject to the Fair Use Doctrine or by permission of the copyright owner.

7. **Online Faculty Status.** This appointment is available only to faculty members who have online
faculty status at Armstrong at the time of the course components’ creation or revision, and to faculty members enrolled in an online faculty status course sequence offered by the Armstrong Office of Online and Blended Learning at the time of the course components’ creation or revision.

8. **Additional Costs.** The faculty member has, prior to accepting this appointment, identified any additional costs (other than assigned texts) associated with the course’s delivery, including but not limited to lab fees, travel expenses, equipment and supplies, etc.

9. **Submission of course components.** The faculty member agrees to submit all components of the complete course for review into the Quality Matters™ review management system by _____________ (include month, day, and year). **If the submission date is not met and an extension has not been approved, this agreement shall be null and void and the faculty member will not receive compensation.** Furthermore, should the Quality Matters™ final report recommend course amendments, the faculty member has six weeks **from the date of the review committee’s final report** to submit those amendments. **If the amendment deadline is not met, this agreement shall be null and void and the faculty member will not receive compensation.**

(NOTE: These dates must be in compliance with the Office of Online and Blended Learning’s timeline for developing an online or blended course in order for the course to be listed for student registration on time. The dates may be renegotiated with the mutual agreement of all parties, if necessary.)

The undersigned faculty member hereby accepts the appointment described in this document on the terms stated and stipulates this entire agreement has been read and understood. [Note: The faculty member must obtain signatures from his/her dean and department head. The director of Online and Blended Learning will forward the form to the provost for signature.]

_____________________________ Date

_____________________________ Date

_____________________________ Date

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**This section for use by the Office of Online & Blended Learning only.**

**OBL Development Priority:** (Check one)

___ High  ___ Medium  ___ Low

This course is (number)_____out of_______courses budgeted for development this fiscal year.

_____________________________ Date

_____________________________ Date

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Last Revised: October 25, 2016