

CHATTANOOGA STATE COMMUNITY COLLEGE

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Center for Distributed Education (CDE)
Policy 01:00
Fully Online Courses
06/20/09

Fully Online Courses

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1. Development/Update of Online Courses
 - 1.1. New Fully Online Courses for Development and /or updating must be recommended by Department Heads and/or Deans to the VP of Academic Affairs.
 - 1.1.1. Upon approval by the VP of Academic Affairs the Department Head and/or Division Dean will assign an instructor to develop/update the course
 - 1.1.1.1. All instructors assigned to develop/update courses MUST have completed the Developer CMS Training before being contracted.
 - 1.2. CDE will contract the instructor to develop/update the course
 - 1.2.1. Instructors will be paid:
 - 1.2.1.1. \$800 per credit hour to develop a new fully online course for CSTCC or RODP
 - 1.2.1.2. A flat rate of \$800 per course to convert an already existing fully online course into the CSTCC or RODP template
 - 1.2.1.3. A flat rate of \$800 to update an existing fully online course
 - 1.2.1.4. Other with approval of the VP of Academic Affairs
 - 1.2.2. Instructors will sign CDE contract form indicating they understand that before payment is made the course must meet the following requirements:
 - 1.2.2.1. Completed by the preset completion date
 - 1.2.2.2. Use of the college approved CMS template
 - 1.2.2.3. Include the college approved MASTER SYLLABUS
 - 1.2.2.4. Be fully Accessible
 - 1.2.2.5. Successfully fulfill the Development Rubric
 - 1.3. The newly developed / updated course will become the MASTER Course
 - 1.3.1. All MASTER Courses in the CMS will be named according to the instructor as: SectionID_FirstInitialLastName_omast (i.e. ENGL1010_bstifler_omast)
 2. Delivery of Fully Online Courses
 - 2.1. Master Course will be loaded into all fully online sections each semester
 - 2.2. All instructors MUST have completed the Fully Online Instructor CMS Training before being assigned to teach a fully online course
 - 2.3. All instructors MUST teach using the MASTER Course as is
 - 2.4. Teaching a fully online course is considered part of an instructors normal teaching load