



## **Agreement**

### **Regarding the Development and Offering of an Online or Videoconferencing Course**

Any faculty member who plans to develop an online or videoconferencing course should complete this Agreement to formally identify the course to be developed, along with the expectations and schedule for the course. This Agreement is to establish the plan for the course development process and the responsibilities of the faculty member. The faculty member will receive a *one-time* stipend of \$1,000 for development and instruction of an online or videoconferencing course.

Department: \_\_\_\_\_

Course Number and Title to Be Developed for Online or Videoconferencing Delivery:  
\_\_\_\_\_

Faculty Member Name: \_\_\_\_\_

Term Course Will Be Developed: \_\_\_\_\_

Term Course Will Be First Scheduled: \_\_\_\_\_

### **Criteria for Online or Videoconferencing Course Development and Offering**

Coastal Carolina University holds a position of shared ownership between the University and the faculty member with respect to intellectual property rights in the development of online or videoconferencing courses. The development of an online or videoconferencing course is considered a University-commissioned work when the faculty member receives monetary remuneration related to the development of the course or when the course is developed using significant University resources. The University has the right to use, reproduce, modify, reassign, and market any course developed as part of a faculty member's typical position duties or that has been specifically commissioned or developed using University resources.

Regarding intellectual property rights, while the University owns the course (e.g., its number, name, organizational structure and component parts that have been developed), there is a shared ownership with the faculty member in the area of the content and the intellectual aspects of the course (e.g., materials developed and housed within or produced for the course, instructional design of the course, and the conceptual underpinning of the course). The faculty member and the University, through the academic department, share in the responsibility for the content of the course and that it is accurate and current.

#### **The faculty member is responsible for:**

1. Completing the prescribed online or videoconferencing course development/instruction training modules as recommended by the Assistant Director of the Center for Effective Teaching and Learning. Course development/instructional training will be offered in a manner to meet the individual needs of the faculty member. It is the responsibility of the faculty member to contact the Assistant Director of the Center for Effective Teaching and Learning to arrange for this training. Training is to be completed during the course development process and before the course is offered.
2. If utilizing WebCT for the course being developed, completing the WebCT Course Request Form at <http://www.coastal.edu/webct/courseRequest.html>. If assistance is needed with this process, contact the WebCT Administrator. If utilizing an alternate online teaching tool, contact the Assistant Director of the Center for Effective Teaching and Learning.
3. Arranging with the department chair for the course to be included in WebAdvisor, and teaching the proposed course at least one time. If for some reason the course is not taught (e.g., low enrollment, illness), the course should be scheduled for the next academic term.

4. Identifying any unique costs to the University or the students associated with the offering of the course (e.g., audio conferencing, web conferencing, videoconferencing, etc.). Questions of unique costs must be addressed with the Assistant Director of the Center for Effective Teaching and Learning when the course is designed so that appropriate arrangements may be made to cover course expenses.
5. Ordering, or providing the required ordering information (for students not having local access to the bookstore), required textbooks and/or other course materials to be used in the course (following normal procedures in place in the academic department where the course is housed).
6. Understanding and abiding by copyright law in the development of courses, materials, teaching, and all other University activities. Each employee must ensure that his or her activities in no way infringe on the copyright or other proprietary rights of others, and that the materials used and developed at or for Coastal Carolina University contain nothing unlawful, unethical, libelous, and do not constitute any violation of any right of privacy. Questions regarding the use of copyrighted materials in online or videoconferencing courses should be directed to University Counsel or the Assistant University Counsel.

**Additional Criteria for Online Courses Only**

7. Not requiring on-campus face-to-face meetings for online courses. There is no institutional expectation that online courses include meetings on campus. Course design support is available from the Assistant Director of the Center for Effective Teaching and Learning.
8. Including in the online course syllabi at least the following: 1) course description, 2) required text and reading information, 3) objectives/learning outcomes, 4) assignments/activities with a detailed description of timelines, value given to assignments in terms of assessment, testing procedures and criteria for evaluation, 5) web resources, 6) lesson/lecture/activities for each class session, and 7) information on availability of instructor (phone, email, web hours, etc.). (This information may or may not already be included in Department or College expectations.)
9. Working with the Assistant Director of the Center for Effective Teaching and Learning to make available to students: 1) introductory course information (e.g., welcome to course statement, brief overview of the operation of the course) and 2) introductory information to distance learning at Coastal Carolina University and institutional resources available to support students in distance learning.

**Required Approvals**

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director, CETL: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Provost for Academics: \_\_\_\_\_ Date: \_\_\_\_\_