Dear Instructor:

Thank you for agreeing to develop an online course for use in the Online Degree Completion Program. This letter is to provide you with information about our expectations for the course, the intellectual property rights concerning the course, and your compensation for development.

You have agreed to construct a fully online, 8-week version of **COURSE TITLE**

**Terms of Compensation:**
We expect that you will work with the Center for Online and Distance Learning (CODL) to construct the course using the course template designed for the online program, and that it will be placed on and taught through the University's learning management system (i.e., Blackboard). Once the course meets with CODL's approval, including an assessment of the course using the Quality Matters rubric, we will process an Additional Pay Form to issue you a check for $AMT. The payment will be processed on the next available off-cycle payroll date, meaning the payment will be issued separately from your bi-weekly paycheck. As with all payroll compensation, this means that it will be subject to normal payroll taxes and withholdings.

**Teaching Expectations:**
The course will be taught online, in the 8-week format, a minimum of once during the academic year. Students in the online degree completion programs will be given enrollment preference. The enrollment capacity for the course should be set at 35 students, minimum.

It is requested that the first time the course is taught, that it is taught as designed. While the course may undergo modifications to accommodate changes in the course content, the template format of the course should not be altered so that students in online courses can rely on their courses being offered in a standard format that uses best practices for online learning.

If the instructor for the course is different than the instructor developing the course, it is requested that the teaching instructor be identified as soon as possible so that any necessary changes, such as an updated welcome video, can be modified in the course before it is to be taught.

**Development Commitment:**
Typically an online course takes 4-6 months to develop. Therefore, in order to ensure the course is of highest quality and completed on time to be offered in fall 2015, it is recommended that you have your initial meeting with CODL at the end of the fall 2014 semester, but no later than early March 2015, assuming you are available over the summer to work on your course. If not, you will need to have your initial meeting by early January 2015. Expect to have weekly one-hour meetings along with 2-3 hours of work outside of these meeting.
Courses must be completed and ready for a Quality Matters review no later than 15 days prior to the start of the semester in which the course is taught. Contact 864-1000 or email onlinelearning@ku.edu to set up your appointment with CODL.

**Student Success Efforts:**
The College of Liberal Arts & Sciences online programs utilize the My Success early warning system to track student success. There are two flags that trigger based on course progress:

1. Course Access Concern – triggers if a student hasn’t logged into their course in 5 days
2. Grad Concern – triggers if their course grade is a 60% or below

These flags are managed by the College online programs. The instructor may be contacted by the Online Program Coordinator if a student is having difficulties in a course and instructor intervention is needed.

In addition to the My Success triggers, the Online Program Coordinator will periodically reach out to students in the online program (at least once per minimester) to offer support or encouragement. Students in the online programs are encouraged to seek support from the appropriate person when needed.

**Intellectual Property Policy:**
The online course is an instance of “Institution-directed mediated course ware” according to the Intellectual Property Policy of the University, which can be found on the Provost website at the following web address: https://documents.ku.edu/policies/provost/IntellectualPropertyPolicy.htm. According to this policy, the course will be “owned” by both the University and yourself. For the University’s part this means that your Department may, at the discretion of the Chair, assign appropriate faculty to teach the course using the online materials you create. For your part, you may also choose to use the materials you create if you leave the employee of the University. As an employee of the University, using this material to teach outside of KU, however, will need to be negotiated with the University as a potential conflict of interest.

We appreciate your involvement in developing this important online course. If you have questions please do not hesitate to ask me.

**If you agree to these terms, please reply to me, Paul Atchley, by email cc’ing your department chair or associate chair.**

Sincerely,

Paul Atchley, Ph.D.
Dean’s Project Leader, Online Program Development

Cc: Mark Reynolds, CLAS Budget Director
Julie Loats, Director, Center for Online and Distance Learning
Samantha Montague, CLAS Online Program Coordinator
Dear Instructor,
This email is to inform you about the enrollment management process for XXX XXX, as well as our efforts using MySuccess with online courses.

We have had the Registrar’s office place a 25 out of 35 person reserve capacity on XXX XXX. This reserves 25 seats in the course for online students and 10 seats open to the general KU student. The reserve capacity functions so that the schedule of classes shows the total enrollment capacity for the course. Students not in the online program get a message saying the remaining seats are reserved for online program students. The message directs students to contact me if they feel they need to get into this course. If a student has a graduation hardship, or needs it this semester for their major, we will let them in by permission number.

Any unused seats by online students will open up on March 7th. If you get questions about enrollment into XXX XXX, please direct students to contact me. I hope this will minimize the burden on you to control enrollment.

In regards to MySuccess – we have been attempting to use the MySuccess early warning system to ensure we are providing as much support as possible to our high risk students in the online program. Only the students in your class who are in the online program will be tracked using MySuccess. We have two main flags that trigger:

1. Course Access Concern – triggers if a student hasn’t logged into their course in 5 days
2. Grad Concern – triggers if their course grade is a 60% or below

These flags are managed by our office, but we may reach out to you should a student have a concern that is more focused on the learning outcomes for the course.

In addition to tracking students through My Success, as described above, we will also reach out to students approximately once per minimester to see how they are doing and offer support if needed, and students will sometimes reach out to me as their advisor. If the student’s issue is related to the learning outcomes for the course I will help them reach out to you as their instructor for support, or offer them success tips provided by our Academic Achievement and Access Center.

Please let me know if you have questions or concerns about these processes.

Thank you for offering this great course!

-Samantha

Samantha Montague
Online & Professional Education Coordinator
College of Liberal Arts & Sciences
Rm 200, Strong Hall
785-864-6876
smontag@ku.edu