

 **Bagwell College of Education**

 **BCOE Online Learning Policy**

The Bagwell College of Education is a recognized leader among online colleges and universities. To ensure we continue offering high quality online learning experiences, the BCOE has developed the following policy applicable to all current and future fully online courses.

**All Online/Blended Courses**The BCOE Instructional Designer and Department Chair must be enrolled as an instructor in all online and blended “master” course shells or course sections considered the “master” version of the course. Any faculty member utilizing SoftChalk to deliver course content in their online or blended course(s) must share the modules with the BCOE Instructional Designer and Department Chair.

**New Course Development**Program faculty, Department Chair, and Dean approvals are required for all new online course development. Faculty members developing a new online course in the BCOE must complete the following forms:

• [BCOE New Online Course Development](https://bagwell.kennesaw.edu/faculty-staff/development-request-form.php) form

• [Notice of Intent to Engage in Non-Credit Activities](https://payroll.kennesaw.edu/docs/pdf-versions/Notice%20of%20Intent%20to%20Engage%20in%20NonCredit%20Activites-FullTime.pdf) form

Faculty members serve as Subject Matter Experts (SMEs) to develop the content of new online courses. Faculty members work with the BCOE Instructional Designer or the BCOE Distance Learning Coordinator to place online content into the learning management system (D2L/SoftChalk) using the Quality Matters (QM) Rubric. The Instructional Designer or the Distance Learning Coordinator will review the final version of all new online courses to ensure they adhere to web accessibility guidelines and best practices for online learning.

**Compensation**In the Fall and Spring, the Dean and Department Chairs will meet to discuss and prioritize the development of online courses based on the needs of the BCOE. Department Chair must ensure Dean approval for new online course development. Online course development will be compensated from college-level funds and dependent upon availability of these funds.

• $3,000 for creating a new 3-credit hour online course, $2,500 for developing a new 2-credit hour online course, and $2,000 for developing a new 1-credit hour online course. ($1,500 base + $500 per credit hour)

• To receive compensation, faculty must complete one of the online professional learning options offered by the BCOE or Digital Learning Innovations (DLI).

*Continuous improvements of all courses (online & f2f) are expected and not compensated.*

**Process**All new online course development must be approved in advance by the program faculty, Department Chair, and the Dean.

* Faculty member will complete two forms listed above before any new online development begins (BCOE New Online Course Development form and Notice of Intent to Engage in Non-Credit Activities form).
* Faculty member must ensure Department Chair approval. Department Chair must ensure Dean approval.

• At the completion of course development, the Instructional Designer or Distance Learning Coordinator will review the course using the QM Rubric. The Department Chair is responsible for ensuring the quality of all online courses and must approve the QM Rubric before payment is processed.

• Instructional Designer or Distance Learning Coordinator will complete the Supplemental Pay Form and submit to the Business Operations Professional in Bagwell for payment to be processed.