

Appendix H

Policy on Development, Delivery and Ownership of Courses

The purpose of this document is to establish compensation and ownership guidelines for the development and delivery of courses at Stark State College of Technology. These guidelines establish fair and equitable College-wide standards and expectations for course development, delivery and ownership while allowing a level of flexibility in compensating faculty for the development and in some cases the delivery of courses. A Course/Program Development Agreement (see Attachment) will be completed and approved prior to the development of any new course.

COMPENSATION

Development and Delivery of Face-to-Face (F2F) courses (including Web Level 1)

- Course Development
 - The level of compensation (stipend) for course development (new course or revamping of an existing course) is based on degree of effort, complexity, amount of material to be developed, availability of existing material, existence of a similar course, availability of publisher supplied material, level of assistance from other faculty and staff and other factors.
 - Generally a stipend of \$300 will be given for development of a new lecture course and \$500 for a course with a lab (e.g. biology, chemistry etc – not computer lab courses). This covers the creation of a course catalog description, a set of objectives, recommendation of a text book, a course outline, lab activities if applicable and other material as defined. Additional compensation may be given for additional deliverables.
 - The Dean will recommend the compensation that is appropriate.
 - Compensation is approved by the Provost and the VP for Business and Finance.
 - Compensation is established before development work begins by completing a Course/Program Development Agreement (attached).
- Course Delivery
 - Compensation for teaching a F2F or a Web Level 1 course is included in the standard contact hour compensation pay model.

Development and delivery of e-Learning (Web Level 2 and Level 3) courses

The College encourages the development and delivery of Web based courses including the migration of existing F2F courses to Web delivery. The level of effort, technical expertise and support involved in developing and delivering Web courses is generally higher than with F2F courses and varies from one course to another based on many factors. In recognition of these factors, there is some flexibility in providing additional compensation to faculty for additional development and delivery effort that may be required for these courses. Compensation may include one or more of the types of compensation listed in Table 1.

The following are guidelines to be used in arriving at a compensation package that meets the needs of the College and the faculty member:

- **Course Development**
 - The level of monetary and/or non-monetary compensation for course development is based on degree of effort, complexity, amount of material to be developed, availability of existing material, existence of a similar course, availability of publisher supplied material, level of assistance from other faculty and staff and other factors.
 - A faculty member that assists the primary course developer in the development of a course may also be compensated where that assistance is provided outside of that faculty member's normal contract hours.
 - The Dean will recommend the compensation that is appropriate. Compensation may include one or more of the types of compensation listed in Table 1.
 - Compensation is approved by the Provost, VP for Information Technology and the VP for Business and Finance.
 - Compensation must be established before development work begins by completing a Course/Program Development Agreement (attached).
- **Course Delivery**
 - Compensation for teaching a Web based course is included in the standard contact hour compensation model. Additional compensation in the form of release time, overload or other support may be granted if warranted by unusual circumstances such as more than the normal number of students, higher level of interaction with students than in a typical Web course, or other factors (see Table 1 for some guidelines).
 - By formal letter, the Dean will recommend any additional compensation that is appropriate. Additional compensation is approved by the Provost, VP for Information Technology and the VP for Business and Finance.
 - Any additional compensation must be established and approved in writing before the course is taught.

- The following general guidelines also apply to Web course delivery and do not need approval.
 - Faculty members are encouraged to utilize existing Web courses and course material.
 - Regular (in person) office hours for a faculty member delivering a Level 2 and/or Level 3 course will be proportional to that faculty member's regularly delivered (F2F) class load. On-line office hours for that faculty member will be proportional to the faculty member's Level 2 and Level 3 class load. The faculty member may conduct on-line office hours at a location other than at the College.
 - The student count should be limited to no more than 12 students the first time a new Web Level 3 course is taught. Student count limit can be exceeded with the concurrence of the instructor.
 - The student count should be limited to no more than 12 students the first time a faculty member teaches any Web Level 3 course. Student count limit can be exceeded with the concurrence of the instructor.
 - The student count for a Web Level 2 course should not exceed the student count of a regular (F2F) section of that course. Student count limit can be exceeded with the concurrence of the instructor.
 - The student count for a Web Level 3 course should not exceed 20 students. Student count limit can be exceeded with the concurrence of the instructor.
 - It is recommended that an instructor teach a Web Level 1 or Level 2 course before teaching a Web Level 3 course.
 - Prior to the start of a course, faculty members will make appropriate updates and revisions to all initial course materials each time the course is offered. This may include changes which reflect a new edition of the textbook(s) and/or new version(s) of software for the course.
 - Every effort should be made by faculty to answer student emails and telephone calls within 48 hours, with the exception of holidays, weekends, or other times indicated by the individual instructor. In the event of an extended absence, coverage of the course will be coordinated by the instructor and the department chair.
 - Faculty members will provide grades for all tests and assignments submitted by the deadline within seven calendar days. In the event of an extended absence, coverage of the course will be coordinated by the instructor and the department chair.

Table 1
Guidelines for types of compensation that may be used individually or in combination for Level 2 and Level 3 course development and delivery.

Type of Compensation	For Course Development	For Course Delivery
Stipend	Yes – the level of pay is determined by the degree of effort, complexity, amount of material to be developed, existence of existing material, existence of a similar course, availability of publisher supplied material, level of assistance from other faculty and staff, other compensation and other factors. The maximum stipend amount may be up to the equivalent of the overload for the total hours of the class (e.g. up to a 3 hour overload may be paid for the development of a 3 contact hour course)	No
Release time	Yes – the amount of release time is determined by the degree of effort, complexity, amount of material to be developed, existence of existing material, existence of a similar course, availability of publisher supplied material, level of assistance from other faculty and staff, other compensation and other factors. The maximum amount of release time may be up to 4 contact hours	Yes – release time may be granted if there are unusual circumstances such as more than the normal number of students, higher level of interaction with students than in a typical Web course etc. The maximum amount of release time may be up to 4 contact hours
Equipment loan	Yes	Yes
Training, conference, travel allowance	Yes – must be directly applicable to the course under development and is contingent on availability of funds	No
Support for course development and delivery	Yes	Yes
Overload pay	No	One additional contact hour if the number of students registered on first day of class exceed 75% of maximum student count for a F2F section of that course

COPYRIGHT, OWNERSHIP, ROYALTIES, PATENTS AND LICENSING

The attached form is to be used to request approval for course development. It represents the agreement between the course developer and the College for copyright, ownership, royalties and licensing of course material.

Copyright, Ownership, Royalties and Patents

Copyright, Ownership and Royalties of intellectual property is defined in Section 3357:15-14-08 (10) Patents and Copyrights, of the College's Policy and Procedures and by the Course/Program Development Agreement (see attached). Royalties may be derived from the internal or external commercial use of course materials. Examples of internal use include paper and electronic media notes sold through the bookstore. Examples of external use include other colleges and publishers using the material.

Categories of Course Development

The following three categories of course development are defined, and one should be selected prior to the creation of course materials:

- A. **Category A:** Material developed by the employee of their own initiative without the use of College personnel, facilities, equipment or resources. Pursuant with Section 3357:15-14-08 (10) (a) Patents and Copyrights, of the College's Policy and Procedures, the employee has sole rights of ownership, patents, distribution and licensing of this material and any royalties or profits therefrom. Required use of this material in any course must be approved by the department head.
- B. **Category B:** Material developed by the employee where there is approved use of some College resources such as the use of computer and software by the author. Pursuant with Section 3357:15-14-08 (10) (b) Patents and Copyrights, of the College's Policy and Procedures, the employee and the College will share the ownership and disposition of copyrightable material and patentable discoveries or inventions. Both parties must agree to any commercial licensing arrangement unless otherwise stated in the Course/Program Development Agreement. Division of royalties will be as described in Section 3357:15-14-08 (10) (b) Patents and Copyrights, of the College's Policy and Procedures (70% employee, 30% College) unless otherwise stated in the Course/Program Development Agreement.
- C. **Category C:** Material developed by the employee where there is approved use of substantial College resources such as the use of other personnel, facilities, compensation and release time. Pursuant with Section 3357:15-14-08 (10) (c) Patents and Copyrights, of the College's Policy and Procedures, the College will have sole ownership, disposition and licensing of copyrightable material and patentable discoveries or inventions together with all royalties and profits therefrom.

Educational License

Except for Category A materials, the College has an exclusive educational license to use the work as part of College course delivery including credit and non-credit courses taught by either the Author or another employee of the College.

Commercial License

Licensing the use of course material to another educational institution, private or public sector organization is determined by the Category of Course Development defined in this document.

Employment of the Author

In the case where the Author is no longer employed at the College, the College retains the right to use the Category B and Category C course material and also grants the Author the right for the Author to use the work at another educational institution at which the Author is employed so long as that institution is outside the extended service district of the College. The extended service district of the College is defined as Stark County and the adjacent surrounding counties. In the case where the Author is no longer employed at the College, the commercial license for the material is determined by the Commercial License section of this document.

Compensation of the Author

Any remuneration to the Author for the development of a Category B or Category C course must be approved prior to the start of development and will be paid upon successful completion of the deliverables of the project.