

CHATTANOOGA STATE COMMUNITY COLLEGE

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Academic Resources

Procedure 01:00

Fully Online Courses

08/28/2019

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Fully Online Courses

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 eLearn Training through Level 3 and the eAccessibility Training through Level 3 before being contracted.
 - 1.2. Academic Resources will contract the instructor to develop/update the course
 - 1.2.1. Instructors will be paid up to:
 - 1.2.1.1. \$800 per credit hour to develop a new fully online course for ChSCC or TNeCampus
 - 1.2.1.2. A flat rate of \$800 per course to convert an already existing fully online course into the ChSCC or TNeCampus
 - 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 Academic Resources 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
 - 1.2.2.6. Be reviewed and approved by Academic Resources Instructional Designer.
 - 1.3. Online Master
 - 1.3.1. The newly developed / updated course will become the MASTER
 - 1.3.2. All Fully Online MASTER sites in the CMS will be named according to the instructor as:
 - 1.3.2.1. Omast_course ID_Year_DesignerTigerID
 - 1.3.2.2. Example - omast_ENGL1010_2017_bstifler
2. Delivery of Fully Online Courses
 - 2.1. Masters will be loaded into all fully online sections each semester
 - 2.2. All instructors for online courses MUST have completed the eLearn Training through Level 2 and the eAccessibility training through Level 3 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