At the heart of Mines' mission is providing rigorous and high-quality learning opportunities and programs focused on STEM fields around Earth, Energy & Environment-regardless of modality. Online teaching and learning is now an integral part of higher education and an area that Mines is

growing to support students who need or prefer to learn online. The Mines online experience is much the same as you would find in the classroom—engaging, cutting-edge courses focused on solving some of the world's most pressing engineering challenges.

The primary focus is on Graduate, Executive and Professional or Non-Thesis Masters programs and courses. Continuing Education offerings will also expand to include online learning experiences.







The following pages provide an overview and process flow for proposing, creating, and teaching online programs and courses. The intent is to layout the processes so that the flow and steps are more clearly articulated and to help guide you through the process. This document will also provide more transparency around funding for development and teaching.

Pages 2-3 provides an outline of the funding that is available for development and teaching.

Page 4 lays out the overall process flow (big picture)

Pages 5-8 provide additional details to clarify specific steps and resources

**Page 5** steps and overall process to propose a **new graduate program**.

Page 6 steps and overall process to propose and develop a new online course.

Page 7 steps and overall process to develop an existing course into an online course.

Page 8 steps and overall process for teaching an online course.

#### A few points to note:

- "Online" refers to courses intentionally developed as fully online (not "remote" courses).
- Fully online courses can utilize both asynchronous and synchronous activities.
- Teaching counts as teaching; so in addition to the points laid out in this document- all
  other processes and policies are the same for online and residential courses and teaching.
- Funding amounts and process may be adjusted overtime. We will update documents as needed. Please note the revision dates in the upper right-hand corner of pages 2-6.

If you have questions about Mines Online or any of the processes, please contact Sam Spiegel, Assistant Vice President for Online Education (sspiegel@mines.edu) or Angela Dunn, Online Programs Manager (adunn1@mines.edu).

## **Mines Online Funding & Resources Overview**

Organized by phases (Last revised 07/05/2022)

#### **Required Faculty Training to Build Online Courses**

Faculty must have successfully completed *Engineering and Facilitating Online Learning* **(EFOL) or** the Trefny Center's *Foundations of Curriculum Design* course. Effective July 2022, all other required online training is embedded into the collaborative build process as the faculty work with an OLED to create and/or refine their courses. Faculty training is required for accreditation and is considered a "best practice".

**NOTE:** Training is provided by Mines Online and the Trefny Center at no additional cost to Mines' Departments or Faculty. See <a href="https://trefnycenter.mines.edu/whatweoffer/">https://trefnycenter.mines.edu/whatweoffer/</a>

## **Development of Online Courses**

Faculty may receive up to \$5,000 from Mines Online and up to an additional \$3,000 from the department for development of an online course IF the development occurs during the summer semester. During the AY, faculty should request either a course or service release to have time and bandwidth to develop the course.

If an adjunct is developing the course, Mines Online will pay the same rate as for full time faculty(\$5,000). If a Mines' PhD student co-develops the course with a faculty member during the summer, the \$5,000 can be distributed across the faculty member and student (the faculty member negotiates this with the student and notifies Mines Online). Similarly, if multiple faculty work on a single course during the summer and they have not received any course or service release, they can divide the \$5,000 across the group.

**NOTE:** payment will not be distributed until the course is fully built and it passes Mines' Standards for Online Course Design.

**NOTE:** payment is made as a fixed amount to either the faculty member's RD or PD account. If they don't have one, your program admin. should be able to set it up fort hem.

**NOTE:** If an instructor wants/needs graduate student support to develop an online course, that is paid for out of department funds with the approval of the Department Head or Program Lead. Student support is limited to help with technical uploading or entry- not taking on the course design or build. The faculty member is responsible for the primary building, designing, and facilitating of the course.

## **Teaching Online Courses**

Teaching an online course should be considered a normal part of faculty teaching load. **If an adjunct is required** (with Dean and Mines Online approval in advance) to either teach the course or free up a full-time faculty to be able to teach the course, Mines Online will pay the standard Departmental rate for adjunct support. Adjuncts should **not teach more than 49**% of a program's courses.

Mines Online will pay up to \$1,500 for **student hourly support** (graders) for courses that are **part of a fully-online graduate program** when enrollment exceeds 15 students. An hourly student may be supported to assist with grading up to 10 hours per week for each set of 15 students - depending on the course design. Grader support may be funded by the Department, IGP, or Academic Affairs for online courses that are in support of our residential programs (e.g., undergraduate online courses). Funding and support must be approved in advance by the academic Dean and Mines Online.

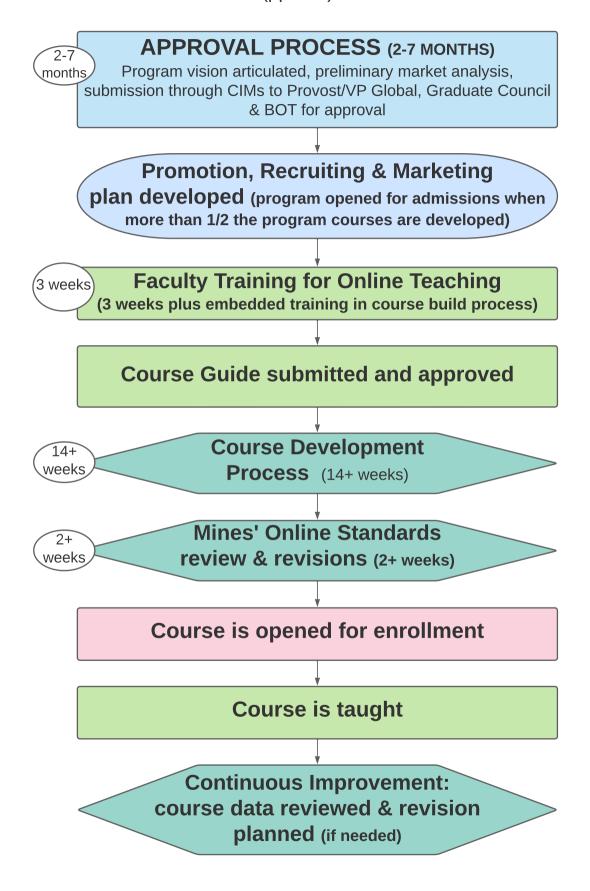
If an instructor wants/needs graduate student support for the course **(TA)**, that is paid for out of the funds available for TA's the same as for an in-person course.

The following flow diagrams outline the stages and details to help guide efforts and to be transparent as possible about steps, timing, and funding.



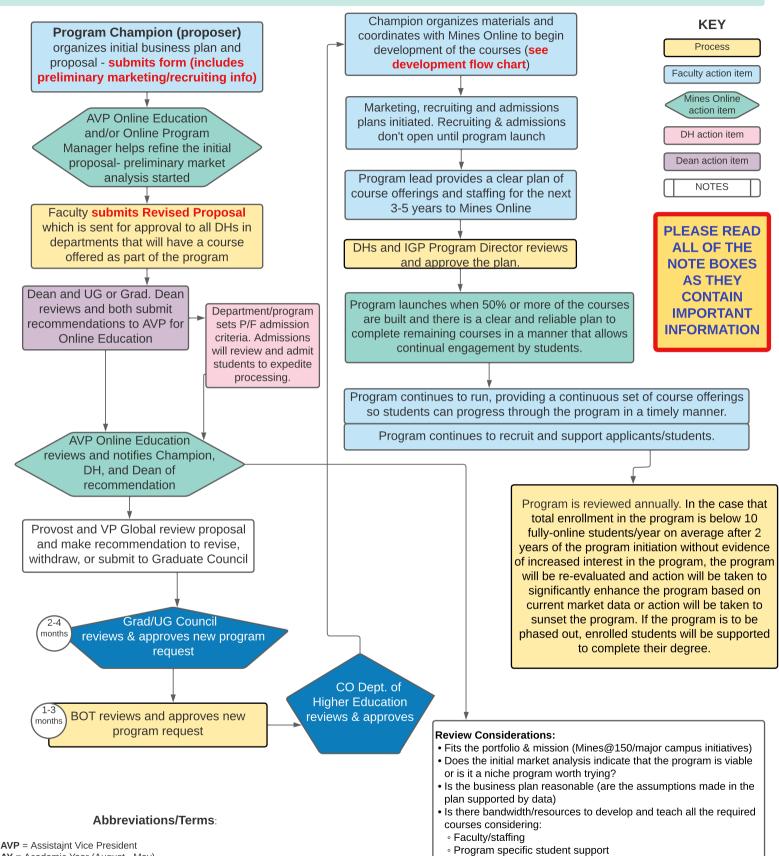
# **Overview of Online Development Processes**

Review detailed charts (pp. 5-8) for additional information.



## Red text are hyperlinks

# **New Online Program Proposal and Development**



AY = Academic Year (August - May)

**BOT** = Board of Trustees

DH = Department Head

IGP = Interdisciplinary Graduate Program

OLED = Online Learning Experiences Designer

OPM = Online Program Manager

Part-time faculty = adjuncts, POPs, others without a full-time contract PD/RD = Professional Development / Research Development funds

account (ask Program Admin. if you don't have one)

Page 5 of 8

Department

Mines Online

HIVE capacity

students?

Other needed resources

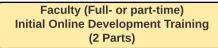
Is it meeting a clear external need or solving a significant external

problem? Will the program lead to career advancement for potential

# **New Online Course Proposal and Development**

Red text are hyperlinks

(for NEW courses)



Faculty sign up for and successfully complete the Foundations of Course Design (FoCD) offered by the Trefny Center hours

> Faculty continue their learning as part of the collaborative build process.

Mines Online maintains and reports record of completion

Note: EFOL has been revised. As of August 2022, the 5-week EFOL course will not be offered. In its places is a required training series (2 parts) for all faculty who will be building an online course. Part 1 is the Foundations of Course Design (FoCD)

offered by the Trefny Center. Part 2: Online Design training is embedded into the collaborative build process as just-in-time learning. If faculty are not familiar with Canvas LMS, there is a self-paced orientation to Canvas for Instructors available.

Note: IF the course build is completed during the summer, faculty may receive up to \$5,000 from Mines Online to their RD/PD account and up to an additional \$3,000 from the department for development. During the AY faculty should request a course or service release for the semester they will be building. With pre-approval, Mines Online will pay for an adjunct to teach a course if needed to provide the release. Funds are not paid until the course passes **Standards** 

#### **KEY**

**Process** 

Faculty action item

Mines Online action item

DH action item

Dean action item

NOTES

**PLEASE READ ALL OF** THE NOTE **BOXES AS THEY CONTAIN IMPORTANT** INFORMATION

Faculty (Full- or Part-time) Development

of Graduate Online Courses

**Graduate Online Courses** 

**PhD Student Co-develops** 

Faculty request permission to build by completing the request form (grad) or (UG) that will be sent for approval to their Department Head (DH), if IGP it includes the program lead.

Dean and U.G. or Grad. Dean receive the request and both submit recommendations of prioritization to the AVP Online Education

AVP Online Ed. reviews to ensure there are resources available to develop the course and sets its build priority. The faculty member, DH, Deans, and AA are notified.

Department submits course (and program if new program) into CIMs for Faculty Senate review/approval (a course can run as a 598 twice before submitting to Grad Council, but needs approvals above. If running as a 598, skip to next step)

Grad/UG Council months eviews & approves new program request and/or new course request

Faculty submits a complete course quide for approval. Guidance & support available. Reviews are once

a month

14+

weeks

OLED assigned to faculty member for the course build, meeting held to define the specific timeline for development that the Faculty commits to maintaining

2 course reviews happen about 1/3 into the build- initial Standards review & Copyright Review

Faculty & OLED collaboratively build the online course. Faculty continue to learn and hone their online development skills.

The course goes into Standards review. A faculty reviewer is assigned. Reviewers provide feedback to the OLED and faculty member. Those courses needing significant revisions will require another review before launching.

Faculty & OLED revise course as weeks needed to meet all **Standards** 

> When **Standards** are passed. Registrar's office is notified and the course is opened for enrollment

> > Mines Online reassigns funds as established to either department, program, or faculty member PD/RD funds.

Graduate student supporting technical aspects of the build

Faculty request permission and submit funding request to their Department Head (DH), if IGP include program lead.

DH identifies funding source (not Mines Online) and requests permission from their Dean

Dean reviews request and submits approval to the Online Program Manager

Online Program Manager documents the support and notes interactions for auditing purposes

Note: Grad Student support is limited to support with technical uploading or entry- not taking on course design or build. The faculty member is responsible for the primary building and designing of the course.

Note: a course is not opened for enrollment until it passes Standards. The course can be listed in the bulletin as online with a cap of zero, and have students added to a waiting list to get it on their schedule. The course can NOT be listed as any other format with open enrollment- it causes havoc at multiple levels, including for the students.

#### Abbreviations/Terms:

AVP = Assistant Vice President

AY = Academic Year (August - May)

**DH** = Department Head

IGP = Interdisciplinary Graduate Program

**OLED** = Online Learning Experiences Designer

**OPM** = Online Program Manager

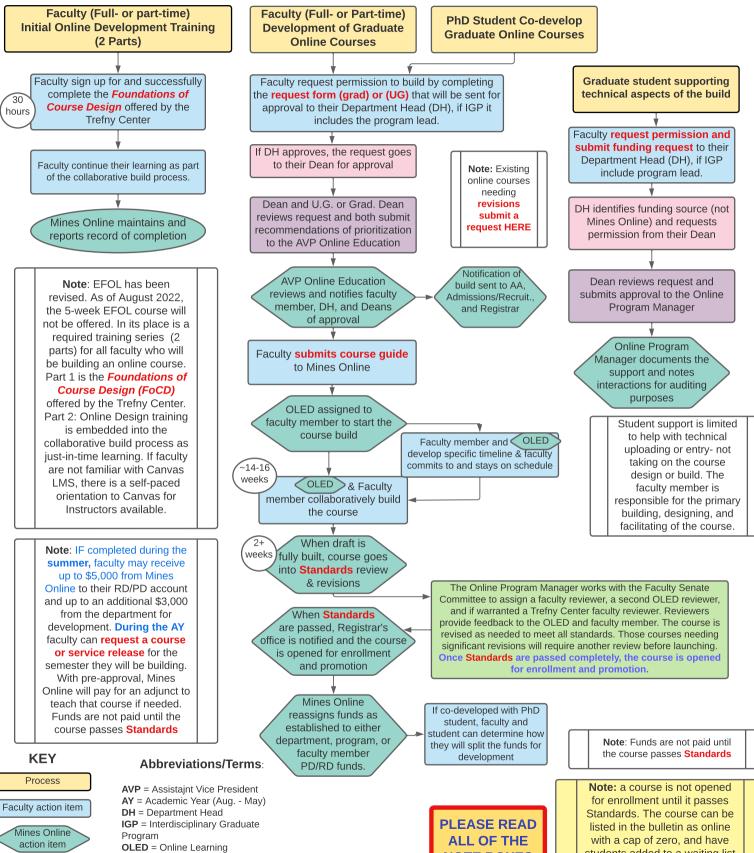
Part-time faculty = adjuncts, POPs, others without a

PD/RD = Professional Development / Research Development funds account (ask Program Admin. if you don't have one)

## Online Course Development Process and Funding Flow Charts

Red text are hyperlinks

(for approved/existing courses)



PD/RD = Professional Development / Research Development funds account (ask Program Admin. if you Page 7 of 8

Experiences Designer

don't have one)

without a full-time contract

**OPM** = Online Program Manager

Part-time faculty = adjuncts, others

DH action item

Dean action item

**NOTES** 

**NOTE BOXES** 

**AS THEY** 

CONTAIN

**IMPORTANT** 

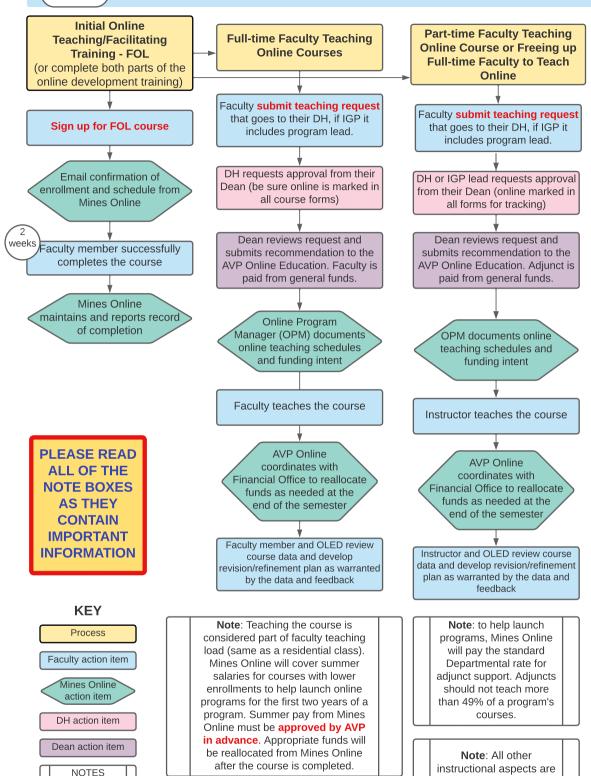
**INFORMATION** 

with a cap of zero, and have students added to a waiting list to get it on their schedule. The course can NOT be listed as any other format with open enrollment- it causes havoc at multiple levels, including for the students.

## Online Course **Teaching** Process and Funding Flow Charts

Red text are hyperlinks

(for online courses that have passed Standards review)



# Grader - Hourly Student support (up to 10 hrs/wk) Faculty requests grader support

that goes to their DH, if IGP it

includes program lead.

DH requests the support from their Dean

Dean reviews request and submits approval to the Online Program Manager

OPM records approval coordinates with Finance to shift payment to dept.

Note: When enrollment exceeds 15 students, you can request an hourly UG grader (not a TA). Mines Online will pay up to \$1,500 for student hourly support if the course is part of an online degree program. **Grader requests for UG** courses or courses not part of a post-bac/grad online degree program may be funded by the Department or AA. An hourly student may be supported for each set of 15 students depending on the course design. **Funding and support** must be approved in advance (no later than the end of the second day of the course).

Faculty wanting/needing support to refine or make light revisions to a course should submit their request for revisions support HERE.

#### Abbreviations/Terms:

AVP = Assistaint Vice President

AY = Academic Year (Aug.-May)

**DH** = Department Head

IGP = Interdisciplinary Graduate Program

**OLED** = Online Learning Experiences Designer

**OPM** = Online Program Manager

Part-time faculty = adjuncts, POPs, others without a full-time contract

**PD/RD** = Professional Development / Research Development funds account (ask Program Admin. if you don't have one)

Note: Courses are reviewed after each time they are taught. Courses will go into significant review/revision at

scheduled intervals.

funded the same as

residential courses and

follow the same request

process.

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