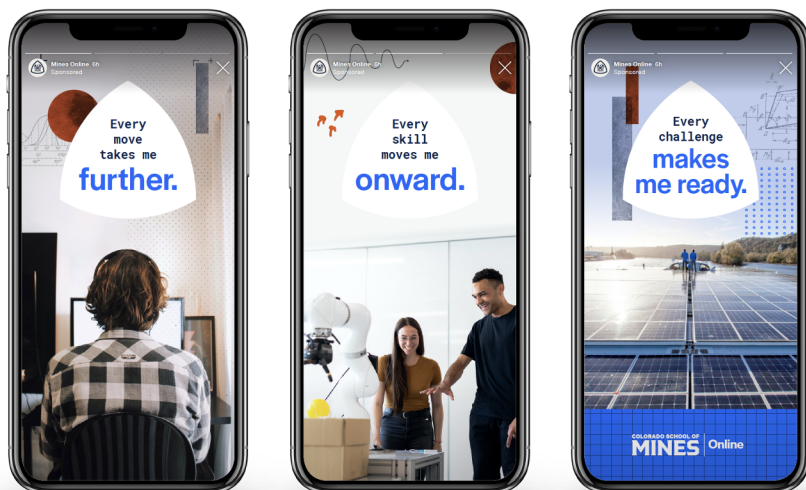


At the heart of Mines' mission is providing rigorous and high-quality learning opportunities and programs focused on STEM fields around Earth, Energy & Environment—regardless of modality. Online teaching and learning is now an integral part of higher education and an area that Mines is growing to support 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 <https://trefnycenter.mines.edu/whatweoffer/>

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 for them.

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.

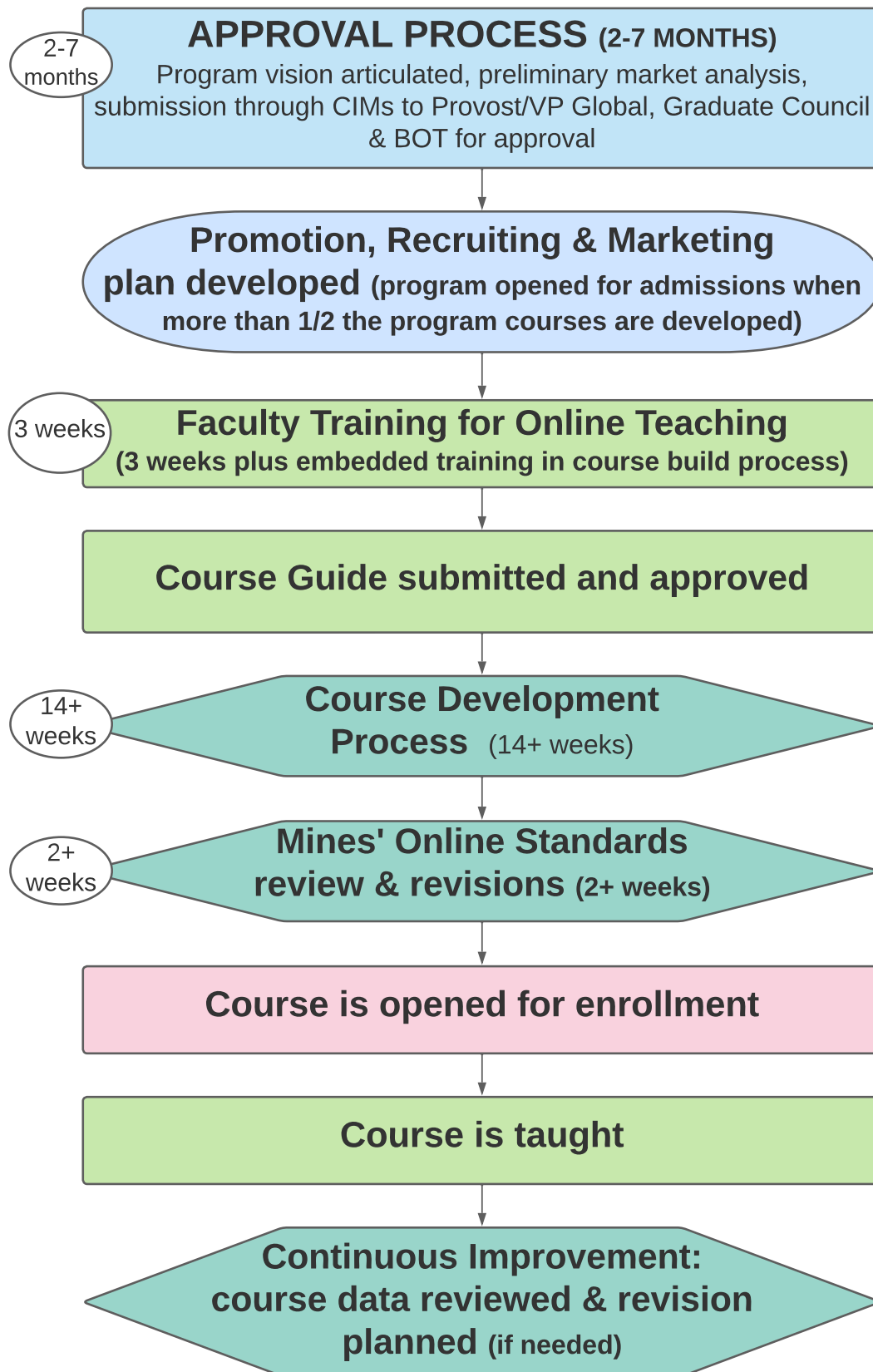
The following flow diagrams outline the stages and details to help guide efforts and to be transparent as possible about steps, timing, and funding.

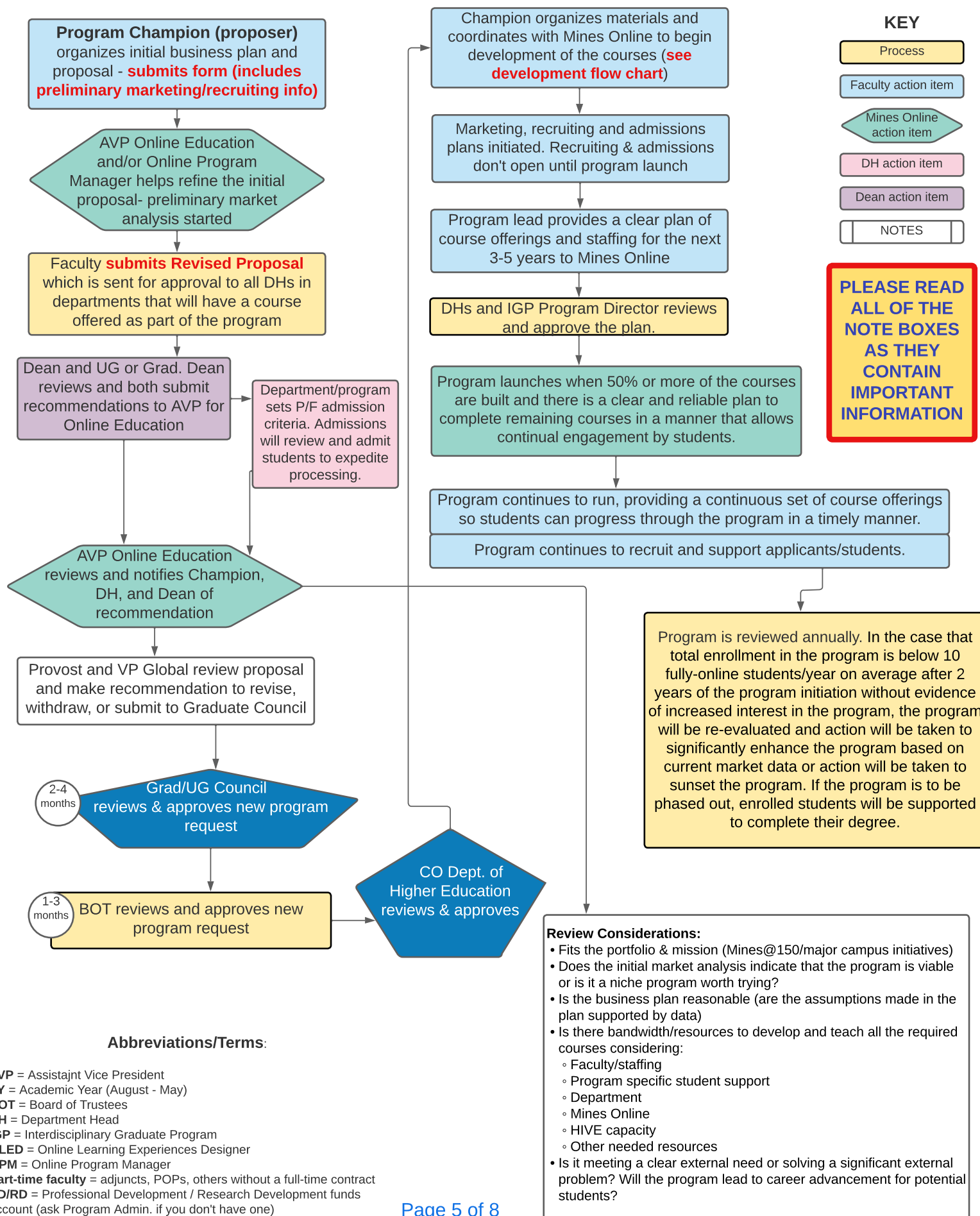


Overview of Online Development Processes

Last revised
07/05/2022

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

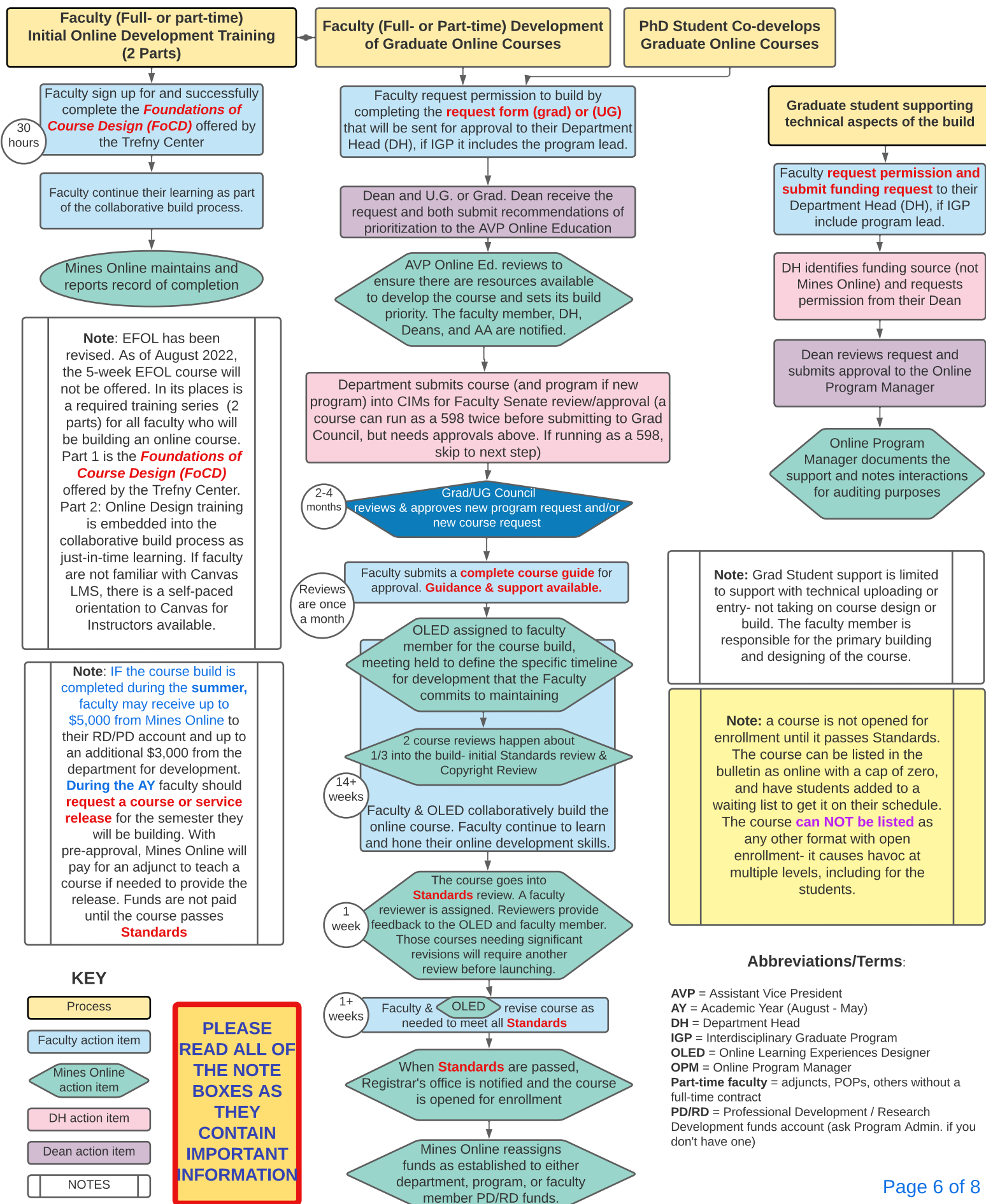




New Online Course Proposal and Development (for NEW courses)

Last revised
07/05/2022

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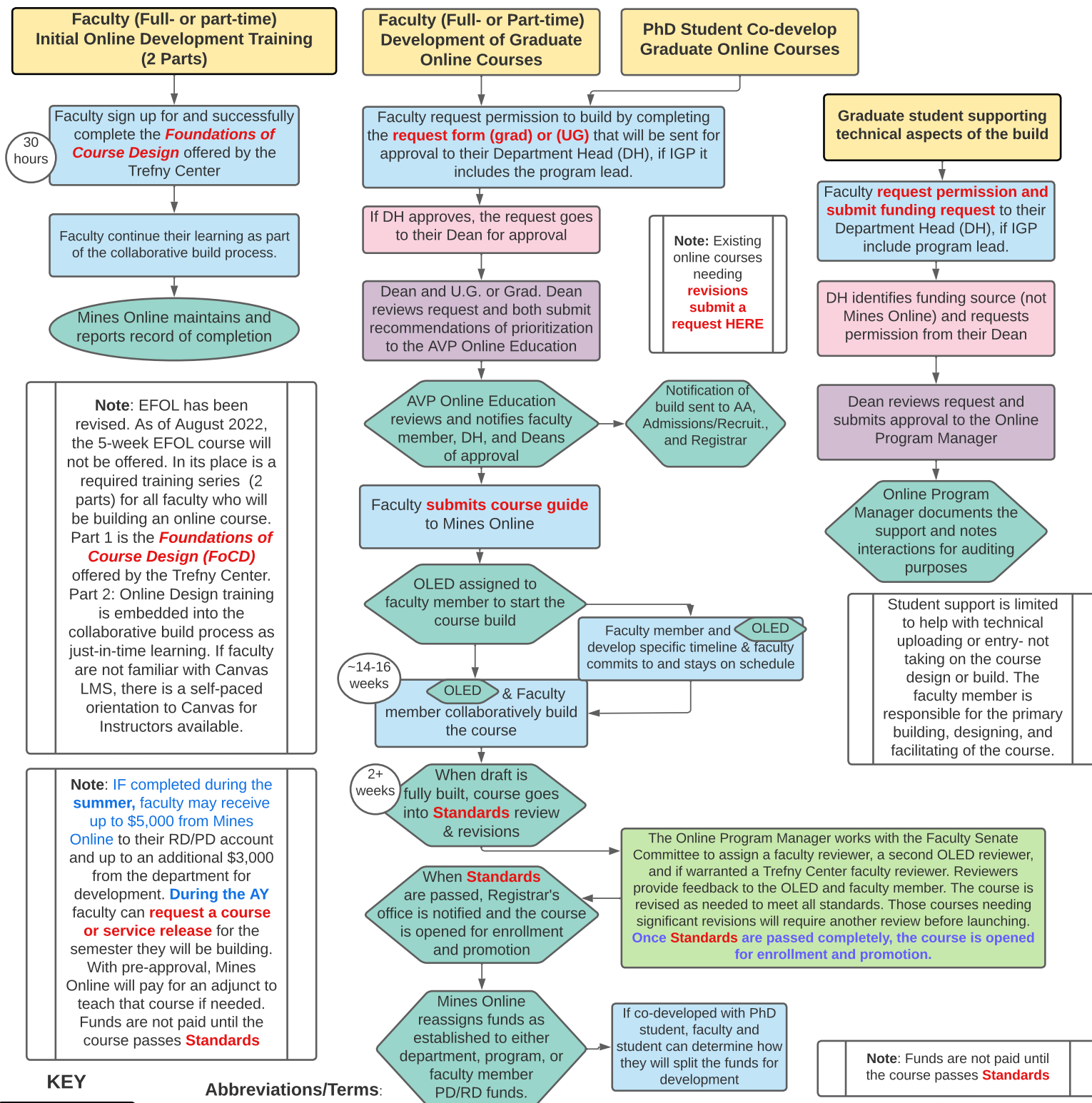


Online Course Development Process and Funding Flow Charts

(for approved/existing courses)

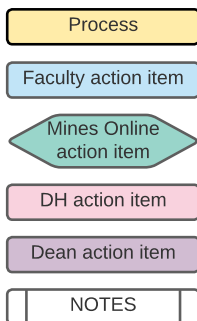
Last revised
07/05/2022

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KEY

Abbreviations/Terms:



AVP = Assistant 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, others without a full-time contract
PD/RD = Professional Development / Research Development funds account (ask Program Admin. if you don't have one)

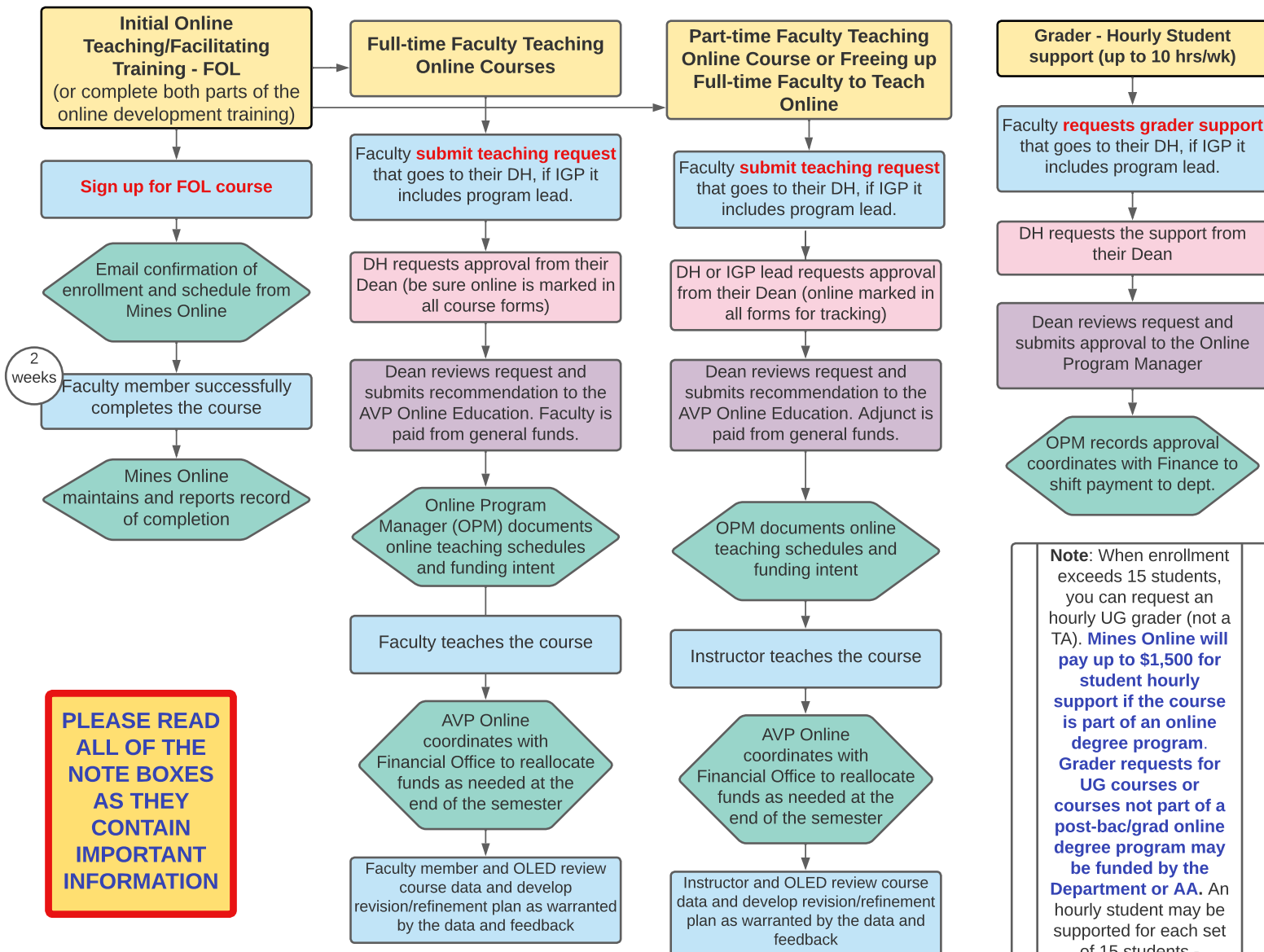
**PLEASE READ
ALL OF THE
NOTE BOXES
AS THEY
CONTAIN
IMPORTANT
INFORMATION**

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

(for online courses that **have passed Standards review**)

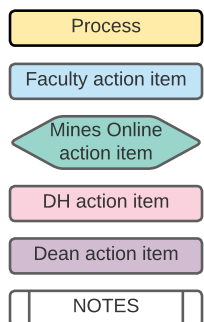
Last revised
07/05/2022

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

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 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: to help launch programs, Mines Online will pay the standard Departmental rate for adjunct support. Adjuncts should not teach more than 49% of a program's courses.

Note: All other instructional aspects are funded the same as residential courses and follow the same request process.

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

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