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

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

**APPROVAL PROCESS (2-7 MONTHS)**
Program vision articulated, preliminary market analysis, submission through CIMs to Provost/VP Global, Graduate Council & BOT for approval

Promotion, Recruiting & Marketing plan developed (program opened for admissions when more than 1/2 the program courses are developed)

**Faculty Training for Online Teaching**
(3 weeks plus embedded training in course build process)

**Course Guide submitted and approved**

**Course Development Process (14+ weeks)**

**Mines' Online Standards review & revisions (2+ weeks)**

**Course is opened for enrollment**

**Course is taught**

**Continuous Improvement: course data reviewed & revision planned (if needed)**
New Online Program Proposal and Development

**Program Champion (proposer)** organizes initial business plan and proposal - submits form (includes preliminary marketing/recruiting info)

AVP Online Education and/or Online Program Manager helps refine the initial proposal - preliminary market analysis started

Faculty submits Revised Proposal which is sent for approval to all DHs in departments that will have a course offered as part of the program

Dean and UG or Grad. Dean reviews and both submit recommendations to AVP for Online Education

Department/program sets P/F admission criteria. Admissions will review and admit students to expedite processing.

AVP Online Education reviews and notifies Champion, DH, and Dean of recommendation

Provost and VP Global review proposal and make recommendation to revise, withdraw, or submit to Graduate Council

2-4 months

Grad/UG Council reviews & approves new program request

1-2 months

BOT reviews and approves new program request

CO Dept. of Higher Education reviews & approves

Champion organizes materials and coordinates with Mines Online to begin development of the courses (see development flow chart)

Marketing, recruiting and admissions plans initiated. Recruiting & admissions don't open until program launch

Program lead provides a clear plan of course offerings and staffing for the next 3-5 years to Mines Online

DHs and IGP Program Director reviews and approve the plan

Program launches when 50% or more of the courses are built and there is a clear and reliable plan to complete remaining courses in a manner that allows continual engagement by students.

Program continues to run, providing a continuous set of course offerings so students can progress through the program in a timely manner.

Program continues to recruit and support applicants/students.

Program is reviewed annually. In the case that total enrollment in the program is below 10 fully-online students/year on average after 2 years of the program initiation without evidence of increased interest in the program, the program will be re-evaluated and action will be taken to significantly enhance the program based on current market data or action will be taken to sunset the program. If the program is to be phased out, enrolled students will be supported to complete their degree.

Review Considerations:
- Fits the portfolio & mission (Mines@150/major campus initiatives)
- Does the initial market analysis indicate that the program is viable or is it a niche program worth trying?
- Is the business plan reasonable (are the assumptions made in the plan supported by data)
- Is there bandwidth/resources to develop and teach all the required courses considering:
  - Faculty/staffing
  - Program specific student support
  - Department
  - Mines Online
  - HIVE capacity
  - 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 students?

Abbreviations/Terms:

AVP = Assistant Vice President
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/RED = Professional Development / Research Development funds account (ask Program Admin. if you don’t have one)
Online Course Development Process and Funding Flow Charts
(for approved/existing courses)

Faculty (Full- or Part-time)
Initial Online Development Training
(2 Parts)

- Faculty sign up for and successfully complete the Foundations of Course Design offered by the Trefny Center
- 30 hours
- Faculty continue their learning as part of the collaborative build process.
- Mines Online maintains and reports record of completion

Note: EFOI has been revised. As of August 2022, the 5-week EFOI course will not be offered. In its place 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.

Faculty (Full- or Part-time)
Development of Graduate Online Courses

- 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.
- If DH approves, the request goes to their Dean for approval
- Dean and U.G. or Grad. Dean reviews request and both submit recommendations of prioritization to the AVP Online Education
- AVP Online Education reviews and notifies faculty member, DH, and Deans of approval
- Faculty submits course guide to Mines Online
- OLED assigned to faculty member to start the course build
- 2-4 weeks
- When draft is fully built, course goes into Standards review & revisions
- When Standards are passed, Registrar's office is notified and the course is opened for enrollment and promotion
- Mines Online reassigns funds as established to either department, program, or faculty member PD/RD funds.

Graduate student supporting technical aspects of the build

Note: Existing online courses needing revisions submit a request HERE

PhD Student Co-develop Graduate Online Courses

- 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
- 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 the course.

The Online Program Manager works with the Faculty Senate Committee to assign a faculty reviewer, a second OLED reviewer, and if warranted a Trefny Center faculty reviewer. Reviewers provide feedback to the OLED and faculty member. The course is revisited as needed to meet all standards. Those courses needing significant revisions will require another review before launching. Once Standards are passed completely, the course is opened for enrollment and promotion.

If co-developed with PhD student, faculty and student can determine how they will split the funds for development

Note: Funds are not paid until the course passes Standards

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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)

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

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 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.

Page 7 of 8
Online Course Teaching Process and Funding Flow Charts
(for online courses that have passed Standards review)

Initial Online Teaching/Facilitating Training - FOL
(or complete both parts of the online development training)

Sign up for FOL course

Email confirmation of enrollment and schedule from Mines Online

Faculty member successfully completes the course

Mines Online maintains and reports record of completion

Full-time Faculty Teaching Online Courses

Faculty submit teaching request that goes to their DH, if IGP it includes program lead.

DH requests approval from their Dean (be sure online is marked in all course forms)

Dean reviews request and submits recommendation to the AVP Online Education. Faculty is paid from general funds.

Online Program Manager (OPM) documents online teaching schedules and funding intent

Faculty teaches the course

AVP Online coordinates with Financial Office to reallocate funds as needed at the end of the semester

Faculty member and OLED review course data and develop revision/refinement plan as warranted by the data and feedback

Part-time Faculty Teaching Online Course or Freeing up Full-time Faculty to Teach Online

Faculty submit teaching request that goes to their DH, if IGP it includes program lead.

DH or IGP lead requests approval from their Dean (online marked in all forms for tracking)

Dean reviews request and submits recommendation to the AVP Online Education. Adjunct is paid from general funds.

OPM documents online teaching schedules and funding intent

Instructor teaches the course

AVP Online coordinates with Financial Office to reallocate funds as needed at the end of the semester

Instructor and OLED review course data and develop revision/refinement plan as warranted by the data and feedback

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.

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

Key

Process

Faculty action item

Mines Online action item

DH action item

Dean action item

Notes

Note: Teaching the course is considered part of faculty teaching load (same as a residential class). Mines Online will cover summer salaries for courses with lower enrollments to help launch online programs for the first two years of a program. Summer pay from Mines Online must be approved by AVP in advance. Appropriate funds will be reallocated from Mines Online after the course is completed.

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.

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