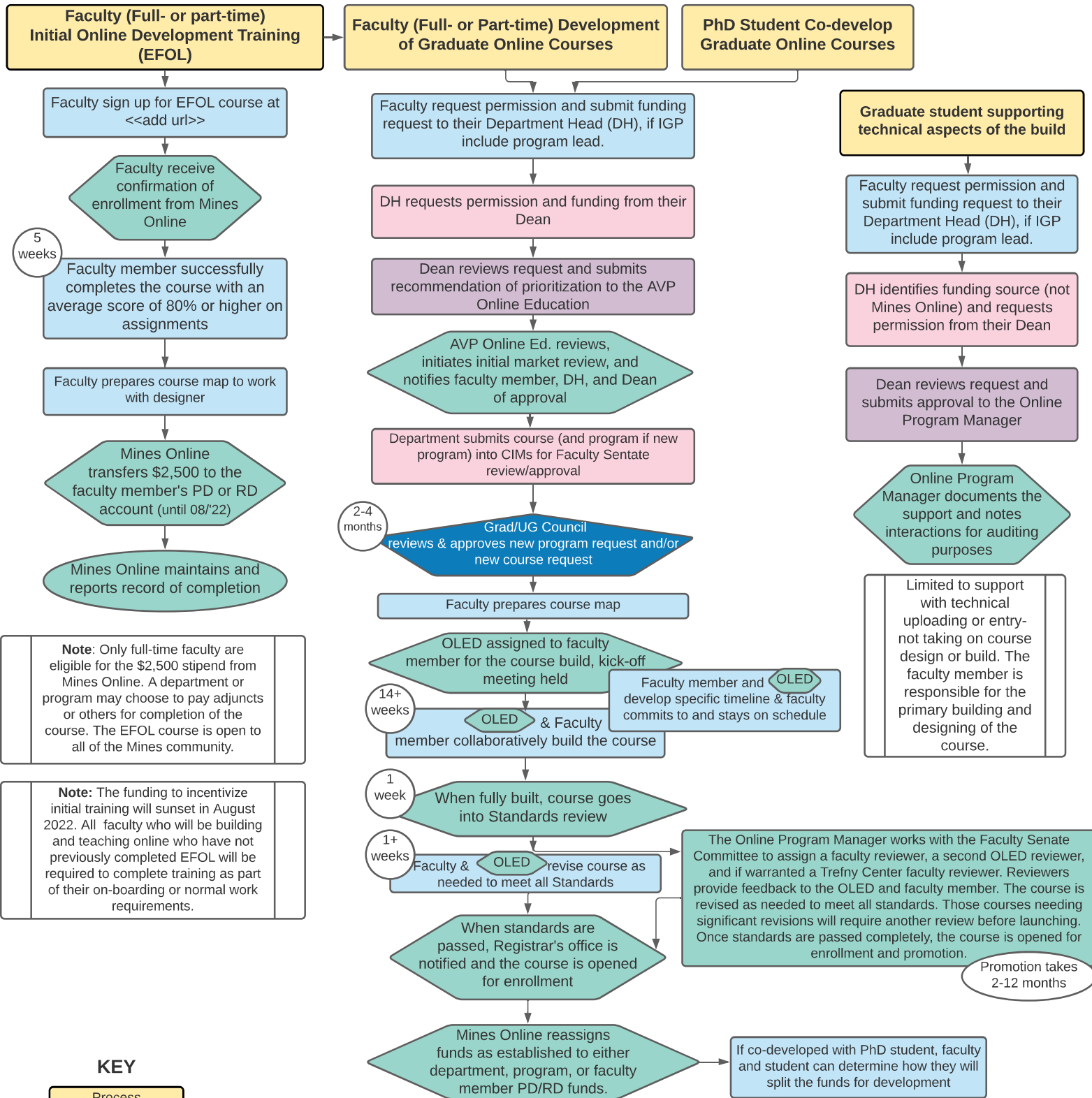


Online Course **Development** Process and Funding Flow Charts (for **NEW** courses)

Last updated
04/11/2021



Note: Only full-time faculty are eligible for the \$2,500 stipend from Mines Online. A department or program may choose to pay adjuncts or others for completion of the course. The EFOL course is open to all of the Mines community.

Note: The funding to incentivize initial training will sunset in August 2022. All faculty who will be building and teaching online who have not previously completed EFOL will be required to complete training as part of their on-boarding or normal work requirements.

KEY

- Process
- Faculty action item
- Mines Online action item
- DH action item
- Dean action item
- NOTES

Note: Faculty (full-time or part-time) may receive up to \$5,000 from Mines Online and up to an additional \$3,000 from the department for development **IF** for full-time faculty the development occurs outside their normal workload (summer or during AY on top of full teaching, service and research load).

Note: Funds are not paid until the course passes Standards

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 revised 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.

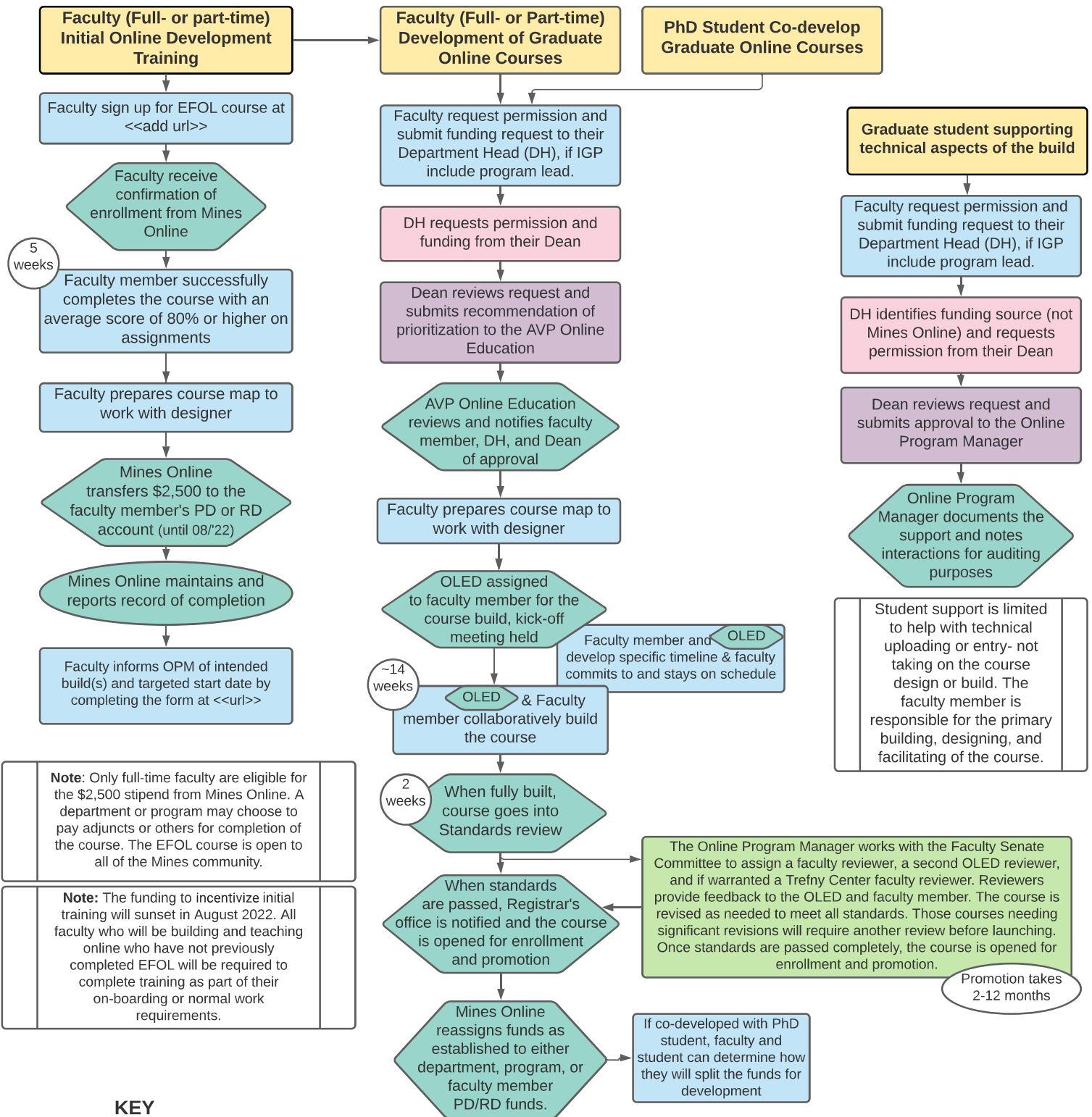
Promotion takes 2-12 months

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 full-time contract
- 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 (for approved/existing courses)

Last updated
04/11/2021



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Promotion takes 2-12 months

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

KEY

- Process
- Faculty action item
- Mines Online action item
- DH action item
- Dean action item
- NOTES

Note: Faculty (full-time or part-time) may receive up to \$5,000 from Mines Online and up to an additional \$3,000 from the department for development **IF** for full-time faculty the development occurs outside their normal workload (summer or during AY on top of full teaching, service and research load).

Note: Funds are not paid until the course passes Standards

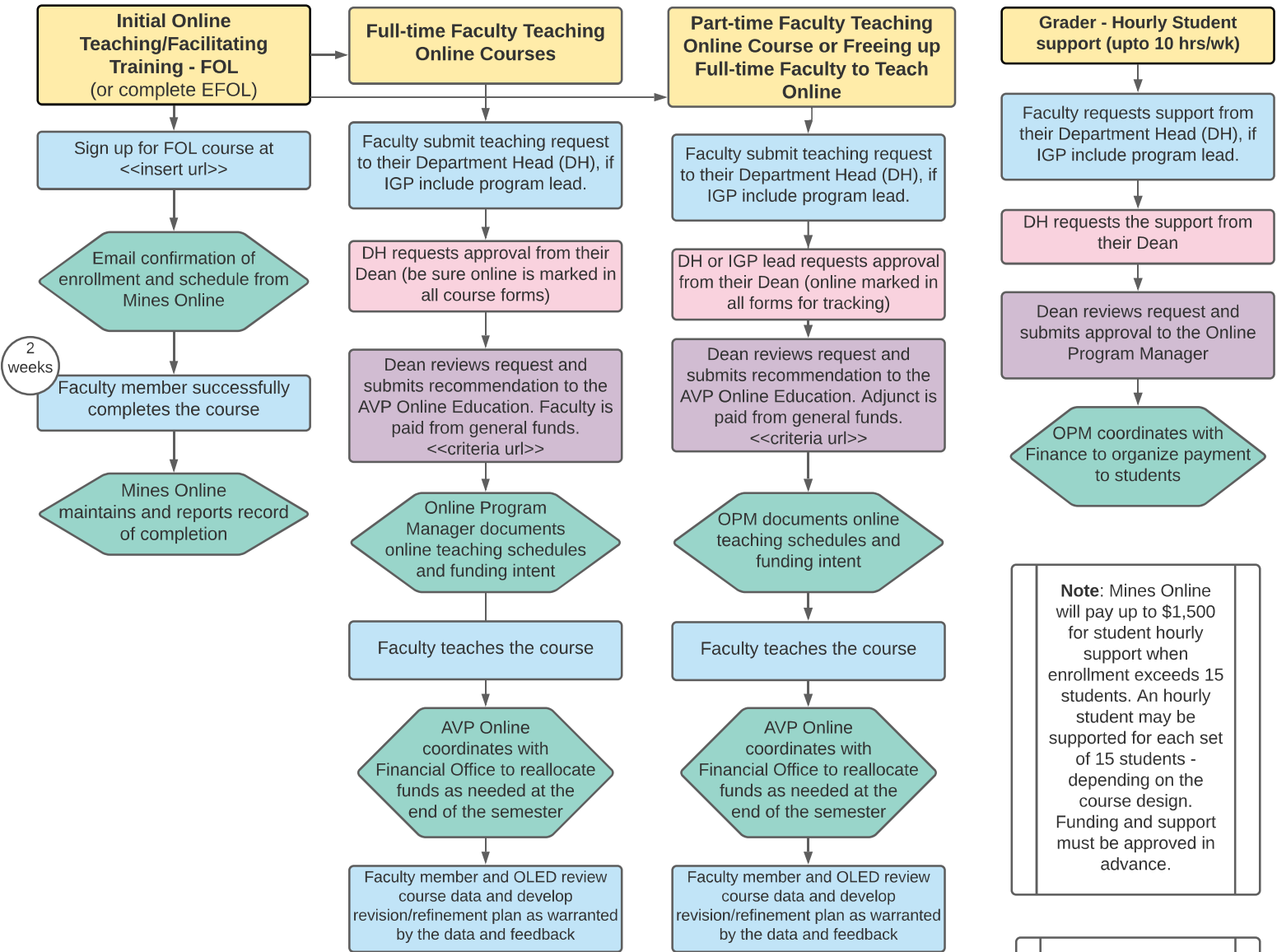
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Online Course Teaching Process and Funding Flow Charts

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

Last updated
04/11/2021



2 weeks

Note: Mines Online will pay up to \$1,500 for student hourly support when enrollment exceeds 15 students. 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.

Note: to help launch programs, Mines Online will pay up to \$7,500 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.

KEY

- Process
- Faculty action item
- Mines Online action item
- DH action item
- Dean action item
- NOTES

Note: Teaching the course should be considered a normal part of faculty teaching load; added marginal costs (e.g., overload, summer support) to teach the course will be reallocated to Mines Online.

Note: Courses are reviewed after each time they are taught. Courses will go into significant review/revision at least every three-years.

Abbreviations/Terms:

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