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

**Facility (Full- or part-time) Initial Online Development Training (EFOL)**

- Faculty sign up for EFOL course at [<<add url>>]
- Faculty receive confirmation of enrollment from Mines Online
- Faculty member successfully completes the course with an average score of 80% or higher on assignments
- Faculty prepares course map to work with designer
- Mines Online transfers $2,500 to the faculty member’s PD or RD account (until 08/22)
- Mines Online maintains and reports record of completion

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

- Faculty request permission and submit funding request to their Department Head (DH), if IGP include program lead.
- DH requests permission and funding from their Dean
- Dean reviews request and submits recommendation of prioritization to the AVP Online Education
- AVP Online Ed. reviews, initiates initial market review, and notifies faculty member, DH, and Dean of approval
- Department submits course (and program if new program) into CIMs for Faculty Senate review/approval
- Grad/UG Council reviews & approves new program request and/or new course request
- Faculty prepares course map
- OLED assigned to faculty member for the course build, kick-off meeting held
- Faculty member collaboratively build the course

**PhD Student Co-develop Graduate Online Courses**

- 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 requests and submits approval to the Online Program Manager
- Online Program Manager documents the support and notes interactions for auditing purposes
- 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.

**OLED & Faculty member collaboratively build the course**

- When fully built, course goes into Standards review
- Faculty & OLED revise course as 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.

**Notes:**
- 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).

**Key**

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

**Abbreviations/Terms:**

- AVP = Assistant Vice President
- AY = Academic Year (August - May)
- DH = Department Head
- IGP = Interdisciplinary Graduate Program
- OLED = Online Learning Experiences Designer
- OPD = 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:** Funds are not paid until the course passes Standards

**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.
Online Course Development Process and Funding Flow Charts
(for approved/existing courses)

Faculty (Full- or part-time) Initial Online Development Training
- Faculty sign up for EFOL course at <<add url>>
- Faculty receive confirmation of enrollment from Mines Online
- Faculty member successfully completes the course with an average score of 80% or higher on assignments
- Faculty prepares course map to work with designer
- Mines Online transfers $2,500 to the faculty member’s PD or RD account (until 08/22)
- Mines Online maintains and reports record of completion
- Faculty informs OPM of intended build(s) and targeted start date by completing the form at <<url>>

Faculty (Full- or Part-time) Development of Graduate Online Courses
- Faculty request permission and submit funding request to their Department Head (DH). If IGP include program lead.
- DH requests permission and funding from their Dean
- Dean reviews request and submits recommendation of prioritization to the AVP Online Education
- AVP Online Education reviews and notifies faculty member, DH, and Dean of approval
- Faculty prepares course map to work with designer
- OLED assigned to faculty member for the course build, kick-off meeting held
- Faculty member and OLED & Faculty member collaboratively build the course
- When fully built, course goes into Standards review
- 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.

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 of 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 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.
- If co-developed with PhD student, faculty and student can determine how they will split the funds for development
- Promotion takes 2-12 months

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.

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- Faculty action item
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ABBREVIATIONS/TERMS:
- AVP = Assistant Vice President
- AY = Academic Year (Aug. - May)
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- 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: 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
Online Course Teaching Process and Funding Flow Charts
(for online courses that have passed Standards review)

Initial Online Teaching/Facilitating Training - FOL
(or complete EFOL)

- Sign up for FOL course at <<insert url>>
- 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 to their Department Head (DH), if IGP include 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. <<criteria url>>
- Online Program Manager 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 to their Department Head (DH), if IGP include 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. <<criteria url>>
- 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

Grader - Hourly Student support (upto 10 hrs/wk)

- Faculty requests support from their Department Head (DH), if IGP include program lead.
- DH requests the support from their Dean
- Dean reviews request and submits approval to the Online Program Manager
- OPM coordinates with Finance to organize payment to students

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: 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.

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OLED = Online Learning Experiences Designer
OPM = Online Program Manager
Part-time faculty = adjuncts, POPs, others without a full-time contract
PDIRD = Professional Development / Research Development funds account

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