COLORADO SCHOOL OF MINES | ONLINE

Last revised
08/16/2022

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 **PROPOSE** a **new graduate online program**.

Page 6 **CREATE** a **new online course**.

Page 7 **DEVELOP** an **existing course into an online course.**

Page 8 **REVISE** an **existing online course**.

Page 9 **TEACH 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.**
- Courses **must pass Mines' Online Course Design Standards review** before it can be listed as an online course and opened for registration.
- **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 2-9.

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

Funding & Resources Overview

Organized by phases (Last revised 08/25/2022)

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 (FoCD)* course. Effective July 2022, all other required online training beyond the FoCD is embedded into the collaborative build process as faculty work with an OLED to create and/or refine their courses. The embedded training will provide documentation of online development competencies for each faculty member. 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 Departments or Faculty. See https://trefnycenter.mines.edu/whatweoffer/

Development of Online GRADUATE Degree Program (Certificates included) Courses

During the AY, faculty should request either a course or service release to have time and bandwidth to develop the course as part of their salaried load. **Mines Online can provide Adjunct funding** (separate from AA adjunct funds) if the department needs an Adjunct to teach a course (online or in-person) to free-up the faculty developing the new course. 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 graduate degree program course** **If the development occurs during the summer semester**. Requests for funds should be done in advance of starting the build process and are paid when the course passes Mines Online Course Design Standards. **Undergraduate online courses** or online graduate courses serving our residential programs may be paid for by AA, the Department or IGP.

If an adjunct is developing the GRADUATE degree program 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 have not received course or service release, they can divide the $5,000 across the group.

Mines Online does not have the budget to cover development of **Undergraduate Online Courses**. Check with your DH and/or Dean to see if funding is available from AA.

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

> **NOTE:** payment for development 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.

> **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 for **online graduate degree program courses only**. Adjuncts should **not teach more than 49%** of a program's courses when in steady state.

Summer pay should be handled like all other summer pay by completing a summer pay form in advance. The wages will post to the department index **following standard summer pay guidelines**. Mines Online will reimburse funds back to the department once the course is taught.

If multiple faculty are teaching the same section of an online course, the pay can not exceed the pay for a single instructor for each section. The pay must follow standard policies for teaching regardless of modality. Check with Mines Online in advance if the course is being co-taught. The **total amount paid cannot exceed the limits for a single instructor.**

Mines Online does not have the budget to cover teaching of **Undergraduate Online** Courses nor those are that solely support residential programs. Check with your DH and/or Portfolio Dean to see if funding is available from AA.

Student Graders

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 - depending on the course design. TA funding is not part of the grader support. **Request a grader for an online graduate course with more than 15 students enrolled at:**
https://forms.hive.com/?formId=8guxGtdLkRvq3amwz

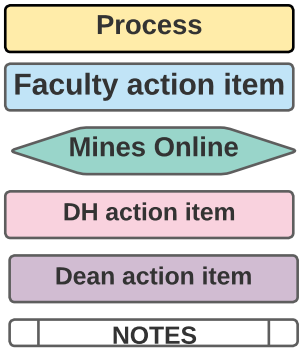
Grader support may be funded by the **Department or AA for online courses that support residential programs** (e.g., undergraduate). Funding and support must be approved in advance.

TA Support

If an instructor wants/needs teaching assistance for the course (TA), that is **paid for out of the funds available for TA's** the same as for an in-person course and **requires DH approval.**

The following diagrams (pp. 4-9) outline the stages and details to help guide efforts and to be transparent as possible about steps, timing, and funding. The diagrams follow the Key:

KEY



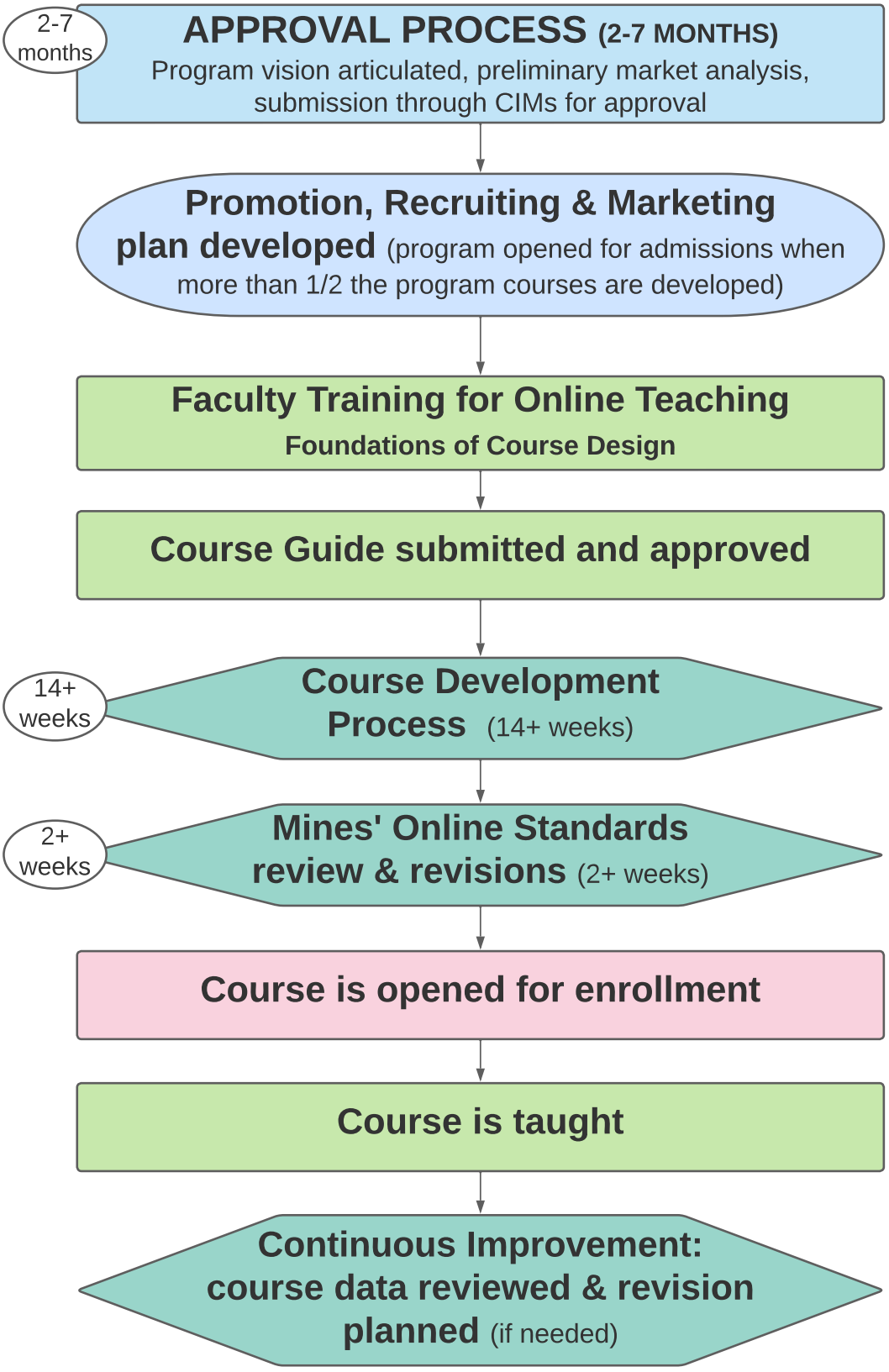
Abbreviations/Terms:

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

Overview of Online Processes

Last revised
08/25/2022

Review detailed charts (pp. 5-10) for additional information.



Note: Preliminary market analysis and help with the business plan is available for online graduate programs through Mines Online. Contact the Online Programs Manager or see online.mines.edu/faculty-resources

New Online Program Proposal and Development

Last revised 08/31/2023

Red text are hyperlinks

Program Champion (proposer) organizes initial business plan and proposal - **submits to CIMs****

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

1-3 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 will not begin until program launch

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?

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

NOTE: all new courses must be submitted into CIM for review separate of the program submission

**** Note:** Mines Online can help you develop your initial proposal and business plan including a preliminary market analysis. Contact the Online Programs Manager for support.

New Online Course Proposal and Development

(for NEW courses)

Last revised 08/12/2022

Red text are hyperlinks

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

Faculty sign up for and successfully complete the ***Foundations of Course Design (FoCD)*** 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

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

PhD Student Co-develops 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.

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 reviews & approves new course request- separate process from program review (2-4 months)

Faculty submits a **Course guide** for approval. **Guidance & support is available.** (Reviews are once a month)

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. (14+ weeks)

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. (1 week)

Faculty & OLED revise course as needed to meet all **Standards** (1+ weeks)

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: 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 for an online graduate program 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. See page 2 for additional details and options. With pre-approval, Mines Online may pay for an adjunct to teach a course if needed to provide the release. Funds are not paid until the course passes **Standards.**

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

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 so you should plan the build timiing to complete the course **BEFORE YOU WANT TO OPEN FRO ENROLLMENT.** The course **can NOT be listed** as any other format with open enrollment- it causes havoc at multiple levels, including for the students. This may include financial aid, registration, and accreditation reporting challenges.

Note: for all reimbursements, Departments should charge to their general operating account index. Mines Online will reimburse those funds to that account. **WE CAN NOT REIMBURSE FOUNDATION ACCOUNTS (INDEX: #6....)**

COLORADO SCHOOL OF MINES | ONLINE

Online Course Development Process and Funding Flow Charts

(for approved/existing courses)

Last revised 11/22/2022

Red text are hyperlinks

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: EFOL has been revised. As of August 2022, the 5-week EFOL 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.

Note: IF the course build for an online graduate program 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. See page 2 for additional details and options. With pre-approval, Mines Online may pay for an adjunct to teach a course if needed to provide the release. Funds are not paid until the course passes **Standards.**

Note: for all reimbursements, Departments should charge to their general operating account index. Mines Online will reimburse those funds to that account. **WE CAN NOT REIMBURSE FOUNDATION ACCOUNTS (INDEX: #6....)**

Note: Existing online courses needing **revisions submit a request HERE**

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

PhD Student Co-develop 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

Grad/UG Council reviews modality change request (2-4 months)

AVP Online Education reviews and notifies faculty member, DH, and Deans of approval

Notification of build sent to AA, Admissions/Recruit., and Registrar

Faculty **submits course guide** to Mines Online

OLED assigned to faculty member to start the course build

OLED Faculty member and OLED develop specific timeline & faculty commits to and stays on schedule

OLED & Faculty member collaboratively build the course (~14-16 weeks)

When draft is fully built, course goes into **Standards** review & revisions (2+ weeks)

The Online Program Manager works with the Standards Review 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.**

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.

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

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

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.

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 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. This may include financial aid, registration, and accreditation reporting challenges.

Online Course Revisions Process

(For existing online courses)

Last revised 08/12/2022

Red text are hyperlinks

Data and/or Instructor Indicates Revisions Needed

Faculty member and/or OLED identify areas that warrant revision based on student performance or comments

OLED works with faculty to develop a revision plan

Faculty submits a request to revise the course (ensures we have the resources allocated necessary to make the revisions)

Request is reviewed, approved, and resources are budgeted to complete the revisions.

Faculty and OLED make the revisions.

If the revisions are more than minor tweaks, the course goes through Standards review and must be approved before being offered again.

New Faculty Member Teaching the Course

OLED works with faculty to develop a revision plan

Faculty submits a request to revise the course (ensures we have the resources allocated necessary to make the revisions)

Request is reviewed, approved, and resources are budgeted to complete the revisions.

Scheduler updates the course instructor of record as the new faculty member

Faculty and OLED make the revisions.

If the revisions are more than minor tweaks, the course goes through Standards review and must be approved before being offered again.

Three-years Since Development or Last Major Revision

OLED works with faculty to develop a revision plan

Faculty submits a request to revise the course (sets the timeline and ensures the resources are allocated to make the revisions)

Request is reviewed, approved, and resources are budgeted to complete the revisions.

Scheduler updates the course instructor of record as the new faculty member

Faculty and OLED make the revisions.

If the revisions are more than minor tweaks, the course goes through Standards review and must be approved before being offered again.

The Online Program Manager works with the Standards Review 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.**

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

Note: **Funding is not allocated for revisions, unless it is a major revision (75% or more of the course) and is pre-approved by the DH, Dean, and Mines Online.** IF approved and 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 can **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 that course if needed. Funds are not paid until the course passes **Standards**

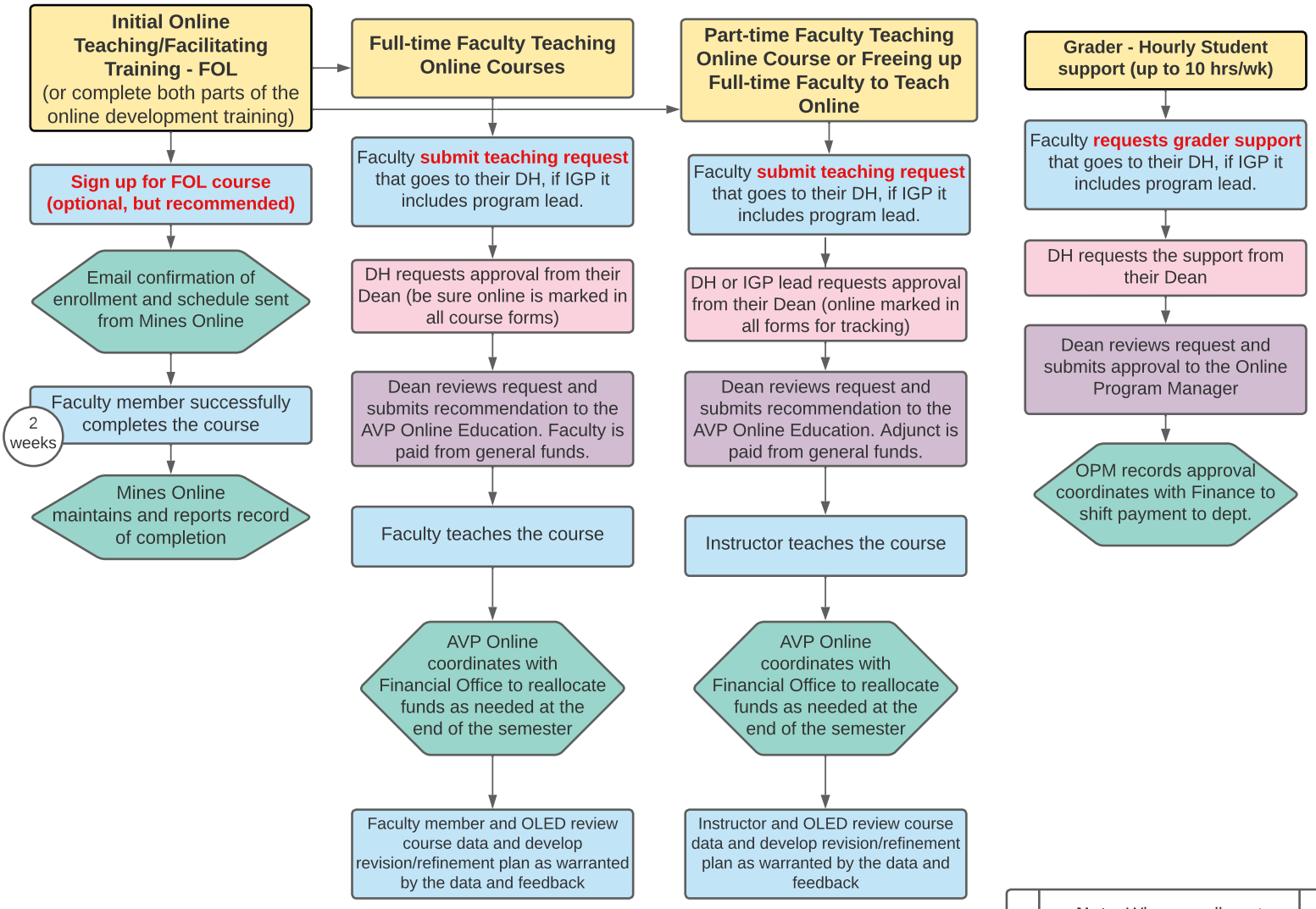
COLORADO SCHOOL OF MINES | ONLINE

Online Course Teaching Process and Funding Flow Charts

(for online courses that have passed Standards review)

Last revised 08/12/2022

Red text are hyperlinks



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**. 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: 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).

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

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