

TO: Eastman Faculty
FROM: Eastman Committee On Online Learning (E-COOL)
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SUBJECT: Guidelines for online course development
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Introduction

The University has expanded its online course offerings over the last several years, thoughtfully and deliberately developing a portfolio of online courses that is of very high quality, rigorous, and highly interactive. These courses, including Eastman's, are recognized as being distinct from other offerings in the online learning space. Eastman has contributed to this effort in three ways: developing and offering credit-bearing online courses (currently six courses); offering a Coursera MOOC; producing non-credit online learning resources.

New online courses are currently being proposed and discussed at Eastman. In an effort to bring consistency to Eastman's online learning courses and processes, this document will address the following items related to *credit-bearing online courses* offered at Eastman.

- *Expectations for online courses*
- *Processes for requesting approval of online courses*
- *Grant opportunities and professional development expectations for faculty*
- *Contact information*

Expectations for credit-bearing online courses at Eastman:

- All credit-bearing courses at Eastman are held to the same rigorous standards as traditional courses. Online courses will be equivalent to traditional courses in all ways including credit hours, goals, content, learning outcomes, enrollment, and teaching load. The difference between online and traditional courses should only be the location and logistics of the course, not content or quality.
- All Eastman online courses will be delivered via the University's learning management system (Blackboard Learn), and according to established online learning tools and processes.

Processes for requesting approval of online courses:

- Proposals for all *new* courses, online or traditional, follow the same course approval processes already established at Eastman.
- Proposals for designing an online version of an *existing* course are reviewed by the department, and approved at that level. Individual faculty members interested in teaching a course online should initiate the approval process by talking with their chair.
- To ensure that students have full information about the format of each course as they make registration decisions, departments will make decisions at least a semester in advance, and include that information as we publish the course schedule.

Grant opportunities and professional development expectations for faculty:

- Full-time Eastman faculty may apply for grant funds to develop online courses through the Academic Affairs Office, or through the Institute for Music Leadership (for ALP courses only). The development compensation rate is \$500 per credit hour. Funding is limited and

must be pre-approved. As a condition of funding, faculty are expected to share best practices with other instructors at Eastman and provide documentation that outlines their implementation of online teaching methodologies and course development. Faculty may apply for funding by visiting this link: <https://www.esm.rochester.edu/academic-affairs/faculty-info/>

- Faculty developing online courses are expected to participate in the **Advanced Series in Online Teaching for UR Faculty**. This program is designed for UR faculty who have experience teaching, but do not have formal training to teach, develop, or revise online courses. The program is designed specifically to work with faculty who are actively developing and revising an online course, and most of the “homework” in this program will apply directly to this work. The program begins with a short online course introducing participants to the theory and practice of online teaching and learning, and then moves into a full-semester online course focused on online course design. The program culminates with a hands-on practicum in which faculty are mentored as they put into practice what they have learned about online teaching while teaching their newly developed course. Full-time faculty will apply their tuition credit benefit to these courses. The remainder will be supported by the Warner School of Education at the University.
- Part-time and adjunct faculty may also apply for grant funds to develop online courses through the Academic Affairs Office, or through the Institute for Music Leadership (for ALP courses only). However, they do not receive the university tuition credit benefit. Faculty who fall in these categories may participate in the Online Course Development Funding Program, but will not receive a tuition waiver for the Advanced Series in Online Teaching.

Additional opportunities for faculty

- The University also sponsors the **Faculty Workshop Series** for faculty and graduate students who desire to learn more about online teaching and learning, experiment with these tools, and explore ways that these tools may be incorporated into their own teaching in the traditional, online, and hybrid class environments. The workshops will be presented on the Eastman campus. All workshops are free and require pre-registration. The Workshop Series will be offered at Eastman, the River Campus, and the Medical Center and are open to all faculty and staff. Complete information and registration may be found at this link: https://www.rochester.edu/online-learning/faculty_support/workshops/index.html

Contact information

- For additional information, contact:

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Attachments:

- *Warner School of Education: Advanced Series in Online Teaching for UR Faculty*
- *Warner School of Education: Faculty Workshop Series @ Eastman*