Academic Affairs Stipend Request
Hybrid or Online Course Development

Faculty Member: ________________________________

Department: ________________________________

School: ______________________________________

Course ID and Name: __________________________

Course Format: ☐ Hybrid ☐ Fully Online

First Semester Course Will Be Taught: _________________

Anticipated Frequency of offering (e.g., every summer, every fall semester): _________________

Required Minimum Enrollment: _______________________

Total Stipend Payment: $______________
Payable in two payments. The first payment will be made when Academic Technology has verified that the course has been developed and meets institutional quality standards; the second payment will be made at the conclusion of the first term that the course is taught.

MOU Submitted to Academic Affairs: ☐ YES ☐ NO

Faculty member agrees to develop the course identified above in an online or hybrid format. As part of the development process, the faculty member agrees to:

• Work with Academic Technology throughout the online/hybrid course development process following the timeline proposed by Academic Technology and meeting designated checkpoints.

• The course should be developed within the learning management system (LMS) adopted by Siena College (currently Blackboard). Other software or programs may be used provided the LMS still provides the framework or “landing page” for the course. Complete training provided by Academic Technology in the use of the LMS as necessary.

• Adhere to Universal Design guidelines as much as possible to ensure course meets accessibility requirements.

• Work with Academic Technology and Librarians to make sure all copyrighted content/material meets institutional copyright requirements.

• The faculty member should notify Academic Technology when the course is ready for review prior to release so that the course may be reviewed to ensure it meets institutional quality standards.

• Teach the identified course at least twice with a minimum enrollment of 7 students in the first offering in order to assure that the learning environment is well tested.
I agree to develop and teach the course as stipulated above.

ATTACH COMPLETED MEMORANDUM OF UNDERSTANDING FOR HYBRID OR ONLINE COURSE DEVELOPMENT

Faculty member: ___________________________ Date: ________________

Vice President Academic Affairs: _______________ Date: ________________

Submit signed form to Laurie Fay, Academic Affairs

STIPEND RATES FOR 2017-2017

The stipend for proposals accepted in 2017 or spring semester 2018 will be $2000 for developing an online course based on an existing face-to-face course or new to the curriculum. This will be divided into two $1000 payments as indicated above. A new hybrid course, conversion of an existing face-to-face course to hybrid, or conversion of a hybrid course to fully online will receive $1000, in two $500 installments. Stipend amounts will be subject to annual review by the VPAA.