



Standard Administrative Procedure (SAP)

11.99.99.L0.01 Compensation for Online Course Development

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Procedure Statement and Reason for Procedure

The purpose of this SAP is to explain compensation available for those who develop online courses and the criteria for qualifying for and receiving payment.

Procedures and Responsibilities

1. NEW COURSE DEVELOPMENT

- 1.1 A faculty member who is developing a new, approved online course will be compensated at a rate of \$1,500 per course. In the event of more than one (1) developer, compensation will be divided equally among developers. A separate contract will be issued to each developer. Faculty members developing online courses must successfully complete required Quality Matters (QM) workshops, work with an assigned instructional designer throughout the course development, and complete the QM certification process.
- 1.2 Payment in full (\$1,500) will be made after the course has been successfully reviewed and certified through QM. Faculty members submitting courses for QM certification and for eventual payment must successfully complete any revisions deemed necessary to achieve QM certification before becoming eligible for payment. Courses not submitted to QM for certification will be phased out.

- 1.3 The same procedures and payment rates and schedules will be followed for adjunct faculty and those developing courses outside Texas A&M International University (TAMIU).

2. **REDESIGN OR ACCELERATION OF EXISTING ONLINE COURSES TO MEET QM STANDARDS**

- 2.1 Updating curriculum is an expected part of every faculty member's job. However, when a QM-certified course requires extensive revision, including modification to course learning outcomes, the work can exceed that routinely expected of faculty, and thus is worthy of some compensation. Faculty members will receive \$750 for extensive modifications of a QM-certified course or for an approved redesign of an existing online course that was developed and taught independently of the QM process described above. Approved redesign of courses will require extensive revisions of the course, including course learning objectives, and will not be simply updating the course to align with the adoption of different course materials (e.g., textbooks, supplemental readings). When a QM-certified course is assigned to a regular or adjunct faculty member, that person is expected to teach the course as is or to make minor revisions deemed necessary.
- 2.2 Faculty members who have not completed a QM workshop will have to complete a workshop prior to beginning revision of a QM-certified course.
- 2.3 Payment in full (\$750) will be made after the course has been successfully reviewed and certified through QM.
- 2.4 Existing courses not redeveloped to QM standards will be phased out.

3. **RECERTIFICATION OF QM COURSES**

- 3.1 Courses that have reached the five-year mark since receiving QM certification will be considered eligible for recertification ONLY if the course has not experienced substantial changes. A faculty member who is recertifying a course requiring minor revisions will be compensated at a rate of \$750. Payment will be made once the course has been successfully reviewed and certified through QM.
- 3.2 Courses that have experienced substantial changes will be considered for a full, official QM review and certification. Faculty members will be compensated at a rate of \$1,500 per course after the course has successfully met QM certification.

4. **REQUIRED APPROVALS**

- 4.1 Approval for the development of an online course or the redesign or recertification of an existing online course will follow the process outlined on the Office of Instructional Technology and Distance Educational Services website at www.tamiau.edu/distance.

- 4.2 Applications for development, redesign, and recertification of online courses must have the approval of the Department Chair, College Dean, and the Provost. Courses part of graduate or undergraduate programs that are marketed as online programs or courses that would fulfill the undergraduate core requirement will be given priority over all other courses, with required courses in specific degrees given the next priority and elective courses given the lowest priority. Special topics courses will not be approved unless the department verifies that the special topics course will be submitted through the TAMIU curriculum approval process to become a course in the catalog and that it will be offered at least once every two (2) years.

Definitions

Online Course – A course which may be taught 100% online with the possible exception of exams which may be proctored at a specified location. A student should not be required to take exams solely on the TAMIU campus to complete an online course.

Quality Matters (QM) – The certification program TAMIU has elected to use to assess the quality of online courses.

Substantial Changes – A course that has experienced more than 20% changes due to any of the following reasons:

- The institution has changed its learning management system (LMS) where the course is hosted, and revisions and reformatting for the new LMS requires substantially more time than would be necessary to redesign courses for face-to-face delivery.
- The textbook has been changed AND the course design was constructed around the textbook. (It should be noted that whenever possible courses should not be designed around textbooks but around concepts and the learning outcomes of a course with course materials selected later to advance these goals.)
- The QM Alignment Standards are changed due to a textbook update or a new textbook, but the work required to revise the course should require substantially more time than would be necessary to redesign courses for face-to-face delivery.
- Redesign of a course due to increasing or decreasing credit hours.

Contact Office

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