Office of Information Technology
Online Course Procedures and Agreement Summary

This agreement identifies the process for online course development or redesign of an existing online course and the responsibilities of the course developer and staff from the Office of Information Technology.

Texas A&M International University’s Quality Assurance Program

A quality assurance program was adopted by Texas A&M International University (TAMIU) through the Distance Education Advisory Committee (DEAC) in September 2011 with the purpose of ensuring the quality of its online courses. TAMIU has adopted the nationally recognized Quality Matters (QM) program for its peer-based approach. The course developer is an integral part of the internal review process with shared responsibility and ownership. Course developers will be required to participate in professional development workshops on how to apply the QM rubric in developing or redesigning their online course, Courses developed will be required to meet at least 85% of the QM standards in order to be QM recognized.

Aside from the QM training, the course developer receiving the stipend will be expected to work with the instructional technology staff throughout the course development process and will be expected to participate in ANY training that is deemed necessary by the Director of Instructional Technology & Distance Education.

The instructional delivery mode is selected at the department level and forwarded for approval through curriculum committees at the department, college, and University level. The instructional delivery modes include online, through our eLearning management system, and via interactive videoconferencing, through The Texas A&M University System (TAMUS) Trans Texas Video Network (TTVN).

Texas Higher Coordinating Board defines fully distance education course as:

- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. In addition, for the purposes of this agreement, an online course is defined as a course which may be taught 100% online with the possible exemption 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.

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**Terms & Conditions**

- Proper planning is essential to the design and development of course materials. It is required that developers submit paperwork within three to six months before the beginning of the semester in which the course is to be delivered.
- Developer is expected to work with an Instructional Technology Coordinator throughout the course development period and is required to participate in ANY training that is deemed necessary by the Director of Instructional Technology & Distance Education.
- All online courses must be designed in accordance with the QM standards. The Instructional Technology Coordinator will manage overall course development and ensure course standards are compliant while leaving the course subject matter content, quality, and quantity to the discretion of the developer.
- **Developer understands that his or her course will undergo an internal review process to ascertain that the course meets at least 85% of the QM standards. In the event that the course does not meet QM standards, developer is required to make modifications as recommended by the internal review team until course meets required QM standards.** For more information regarding the QM Peer Review Process, please go to [http://www.tamiu.edu/qm/reviews.shtml](http://www.tamiu.edu/qm/reviews.shtml)
- Developer understands that all course materials and assignments (i.e., PowerPoint presentations, handouts, articles, notes, and media artifacts) are to be uploaded to TAMIU’s eLearning Management System (LMS). **Materials NOT uploaded to the LMS will NOT be considered in the review process.**

**Procedures and Responsibilities**

The University **only** pays for course development of “completely online” **QM recognized** courses.

1. **NEW COURSE DEVELOPMENT**

A faculty member who is developing a new, approved, online course will be compensated at a rate of $3,600 per course.

An initial payment ($2,400) will be made after the course has been developed to Quality Matters (QM) standards, taught for the first time and submitted for internal review. To qualify for compensation, submission must be made within three months of teaching the course.

Faculty members who have not been trained on Quality Matters (QM) will have to attend prior to beginning the development of the course.

The final payment ($1,200) will be made after the course has been approved through the internal review process and submitted for certification. Courses not submitted to QM for certification will be phased out.

The same procedure will be followed for adjuncts and those outside the University developing courses.

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2. REDESIGNING OF EXISTING ONLINE COURSES TO MEET QM STANDARDS

A faculty member will receive $1,200 for an approved redesign of an existing, online course that was developed and taught independent of the process described above.

Faculty members who have not been trained on Quality Matters (QM) must attend training prior to beginning the redesign of the course.

Payment will be made once the course had been successfully reviewed through the internal review process and submitted to QM for certification.

Existing courses not redeveloped to Quality Matters (QM) standards will be phased out.

Payments for the online courses are processed when all terms and conditions of this agreement have been met.

3. REQUIRED APPROVALS

Approval for the development of an online course or the redesign of an existing online course will follow the process outlined on the Office of Instructional Technology and Distance Educational Services website (www.tamiu.edu/distance).

Applications for development or redesign of online course must have the approval of the Department Chair, College Dean, and the Provost. Courses that are part of graduate or undergraduate programs that are marketed as online and courses that would fulfill the undergraduate core requirement will be given priority.

For a list of already developed courses or any other question regarding the QM process, please contact the Office of Information Technology at 956.326.2310 or e-mail us at elearning@tamiu.edu.

Sincerely,

Leebrian Gaskins

Leebrian Gaskins
Associate Vice President for Information Technology/ CIO

I have read and fully understand the contents of this page.
TAMIU Online Course Procedures and Agreement

Name of Professor: ________________________________

UIN of Professor: ________________________________

Course Number: ________________________________

Name of Academic Program: ________________________________

☐ College of Nursing and Health Sciences  ☐ College of Arts and Sciences
☐ A.R. Sánchez, Jr. School of Business  ☐ College of Education  ☐ University College

A. Faculty Status:

☐ Full-Time/Part-Time/Adjunct  Contracted for: $3,600.00
   (New "completely online" course)

☐ Full-Time/Part-Time/Adjunct  Contracted for: $1,200.00
   (Redesign of an existing course)

B. Syllabus
   ☐ Attached

C. Statement of Intent and Purpose must be completed before all other forms.
   ☐ Attached

D. A certificate of completion of training(s) from Quality Matters
   ☐ Attached

I, ____________________________, certify and attest to the following:

(Name of Professor, please print)
A. I have read and complied with all procedures set forth in the Online Course Procedures and Agreement as listed in this document.
B. I understand this is work-for-hire, and therefore Texas A&M International University retains ownership rights to this work.
C. I understand that the work will be reviewed for completeness and that it may be returned for revision.
D. I understand that payment received is in full consideration of the work for which I was contracted.

By signing this agreement, you affirm all the above to be true.

Faculty: ________________________________  Date: ____________
Chairperson: ________________________________  Date: ____________
Dean: ________________________________  Date: ____________
PROVOST: ________________________________  Date: ____________
OIT: ________________________________  Date: ____________

________  _____  I have read and fully understand
Initials & Date  the contents of this page.