What is an online course?
An online course is a University-approved course that is part of a distinct program or curriculum that has a component of its instruction delivered through the University’s primary online delivery instrument, WebCT.

All online courses fall into two categories:
1. Completely Online: This model allows off-campus students the equivalent learning opportunities and outcomes as on-campus students. The following are the minimum criteria for completely online courses.
   a. No mandatory person-to-person class meetings. All course meeting are conducted online.
   b. Methods of examination (i.e. exams, quizzes, assignments, and tests) are conducted online.
   c. Fundamental and supplemental course materials (i.e. PowerPoint presentations, handouts, research journals, articles, and notes) are available online.
2. Web-Centric or Web Assisted
   a. Supplement course materials and assignments (i.e. PowerPoint presentations, handouts, research journals, articles, and notes) are available online.

All online courses (regardless of category) have the following elements posted in WebCT:
1. A University-approved syllabus.
2. Course material.
3. Mid-semester and final grades.

What is the course approval process?
Before any course can go online, the following must be accomplished:

1. A proposal for an online course must be developed and include the following.
   a. A completed Online Course Agreement form (available from the Office of Information Technology).
   b. A University-approved syllabus.
   c. Statement of the demonstration of need for the proposed online course to include how this course will integrate into a University-approved program or curriculum.
2. Written approvals within your academic units from the following academic administrators.
   a. Department Chair
   b. Dean
   c. Provost

3. Technical and budget approval from the Office of Information Technology. This ensures that any course development stipends are available and technical support will be available for the course. Please submit your course materials four to six weeks prior to the beginning of the course to ensure adequate time to convert them to WebCT.

Now you are ready to begin placing your course online.

**What is the payment for online courses?**
The University only pays for course development of “completely online” courses; no payments are made for course delivery. Payment amounts and schedules depend on your faculty status and funding availability.

1. Full-time faculty
   a. Upon the completion of an online course, the faculty member is paid $4000.
   b. If a faculty member redesigns an existing course, a “one-time within three-year per course” redesign stipend is paid $1000.

2. Part-time or adjunct faculty
   a. Upon the completion of an online course, the faculty member is paid $2000. This payment is subject to additional approvals of the academic dean and Provost.
   b. If a faculty member redesigns an existing course, a “one-time within three-year per course” redesign stipend of $500 is paid. This payment is subject to additional approvals of the academic dean and Provost.

Payments for online courses are released when all terms of the online course agreement are completed. Funds disbursement will occur on regularly scheduled University payroll disbursement following completion of requirements.

If you have further questions, please contact the Office of Information Technology at 956.326.2310 or webct@tamiu.edu.

Sincerely,

**Leebrian Gaskins**

Leebrian Gaskins
Associate Vice President for Information Technology/CIO
Online Course Proposal and Agreement

Name of Professor: _______________________________

UIIN of Professor: _______________________________

Name of Course: _______________________________

Name of Academic Program: ______________________

A. Type of Course Development
   - New Course only
   - New Course with one semester delivery
   - Course Redesign only
   - Course Redesign with one semester delivery

B. Faculty Status
   - Full-Time Contracted for: $______________
     (new "completely online" course $4000 and redesign $1000 for full-time faculty; require dean and Provost approval)
   - Part-Time Contracted for: $______________
     (new "completely online" course $2000 and redesign $500 for part-time faculty; require dean and Provost approval)

   Dean Approval: ____ ProVost Approval: ____

C. Syllabus
   - Attached

D. Statement of Need
   - Attached

E. Grades
   - Midterm attached
   - Final attached

I, ____________________ (name of professor), certify and attest to the following:

1. I have read and complied with all procedures set forth in the online course procedures and agreement as listed in this document.
2. This is a work for hire and I give the University right to use this work in the delivery, teaching, and instruction of education and research.
3. I understand that the work will be reviewed for completeness and form and that it may be returned for revision.
4. 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: ______