UVU DISTANCE EDUCATION
UTAH VALLEY UNIVERSITY

Course Development Contract – 2013

Instructor: Course: Pilot: 2 3 4

Faculty Resposibilities

A faculty member who works with Distance Education (DE) on a new DE course is termed "Subject Matter Expert" (SME). An SME collaborates with Instructional Design Services to create a web-based course consisting of course orientation materials, lessons, interactions, activities, assessments, and evaluations. The Instructional Design Services unit provides instructional design consultation, editing, media development services, course construction, and technology enhancement during the course development phase.

Development Standards

Distance Education has established minimum standards of development quality for which it will issue both endorsement and compensation. These minimum standards are designated as Wolverine Green and Wolverine Gold, but there is no quality difference between Green and Gold designations. Gold ratings are reserved for large enrollment courses or bottleneck courses as determined by the Office of Academic Affairs. The criteria for a Wolverine Green and Gold course can be found at http://desource.uvu.edu/ids/WGG.pdf.

Timelines

The Instructional Design Service of Distance Education strives to develop robust and highly interactive courses in a timely and efficient manner. We simultaneously develop dozens of courses from multiple disciplines and in order to meet launch deadlines, full content delivery should be delivered by the following schedule. If course development is stalled for more than two semesters, it will need to re-enter the design queue.

Oct 1 – Spring	Feb 1 – Summer	Jun 1 - Fall

Teaching Preparation

After the course content is delivered, but before the course is piloted, the instructor should receive Web Tools Training at the Innovation Center (LI 114). The instructor will also be required to attend a launch meeting to meet their course specialist(s) and learn about DE support services.

Course Stabalization and Evaluation

Once the course is developed, it is piloted for one semester to a limited class size (typically 16 students). During the pilot semester, the instructor will work closely with their course specialists to work out any problems and make corrections. At the end of the pilot semester, a summative course evaluation will be delivered which evaluates the course design. The instructor, course designer, and course specialist(s) will meet one last time to discuss the course evaluations and determine if any final improvements should be made to course design. Subsequent course changes, such as updating test questions, schedules, or articles should all be done through the course specialist who is charged with maintaining the standards associated with Wolverine Green and Gold courses.

Development Incentives

Faculty compensation for online course development is determined by standards implemented by Instructional Design Services, department chair approval, and student course evaluations. A complete description of the development incentive plan can be found at http://desource.uvu.edu/ids/WGGincent.pdf. The incentive for course development will be paid at the completion of the pilot semester, after department approval and completion of student evaluations.

Overview of Documents （please initial to indicate receipt）

___Instructor has been given a copy of the Wolverine Green/Gold Development Standards
___Instructor has been notified of content delivery timelines
___Instructor has been given a copy of the Development Incentive Plan
___Instructor has been given a copy of UVU's Intellectual Property Policy
___Instructor has been given a copy of Distance Education's Fair Use Guidelines
___Instructor has been notified of Distance Educations Course Stabilization and Evaluation practices.

Instructor Signature: _____**Date:** _____
I hereby agree to the contract as stipulated above

Department Chair Signature: _____

Dean Signature: _____

IDS Representative Signature: _____