

DISTANCE EDUCATION WORKLOAD ACTIVITIES

Course Development Phase I Activities by Delivery Method:

ACTIVITY	TELECOURSE	INTERACTIVE VIDEO/TELNET	WEB-BASED
Reviewing existing materials (2)*	New vs. previously developed	New vs. previously developed	New vs. previously developed
Attend training session (1)	Training process for "How to Make It Work"; at least read manual from course producer	Training on instructional design and use of technologies	Train on WebCT, instructional design, may require other software or hardware
Develop/convert syllabus (2) Develop assignments (2) Develop/convert evaluation (2)	New vs. previously developed. Needs to be developed, packaged and distributed well in advance of term.	Material complete and distribution to remote sites in advance of date of delivery.	New vs. previously developed. Needs to be developed, packaged and uploaded well in advance of term.
Create web page (2)	N/A	N/A	Create web pages
Create "learning objects"	N/A	N/A	Faculty alone or with Distance Education lab support
Write scripts; type lessons (2)	Yes, scope depends on whether new or previously developed	N/A	Yes, scope depends on whether new or previously developed
Set up course management	Yes	Yes	Yes
Deliver lecture	Yes, video-taped	No, Phase II – teaching	No, Phase II – teaching

*Numbers in parentheses refer to questions on page 95.

COURSE DEVELOPMENT PHASE I – WEB BASED COURSES

Process steps; Key Questions to be asked; Allocation of responsibilities:	Level 1 Prepare Previously Existing* Distance Education Course	Level 2 Instructor Developed Distance Education Course	Level 3 Distance Education Course with Market Potential
<p>Step 1. Has the Instructor taught online for PCC before using WebCT? If not, training is required. Division determines training requirements and cost and arranges for substitutes or schedule adjustments for faculty to attend training.</p>	<p>Compensation for Training:</p> <ul style="list-style-type: none"> ▪ FT Instructor = training is normally Instructor responsibility ▪ PT Instructor = training is to be compensated if required. 	<p>Compensation for Training:</p> <ul style="list-style-type: none"> ▪ FT Instructor = training is normally Instructor responsibility ▪ PT Instructor = training to be compensated if required. 	<p>Not very likely to be new course</p>
<p>Step 2. What type of development work is needed? How much original work is required?</p> <p>Instructor, Division and Distance Education Department jointly determine what level of course development is needed.</p>	<p>Prepare an existing online course, publisher "e-pack" or WebCT hybrid with the majority of the course already in WebCT. Faculty member taking over an existing online course, encouraged to customize materials as they see fit.</p> <ul style="list-style-type: none"> ▪ Faculty member adopting "e-pack", faculty selects what published materials they wish to use; must consult with Distance Education Department before adopting e-pack. ▪ Faculty member is developing an online course for which the majority of the course is already online and being offered in a hybrid format with WebCT. <p>Activities: Faculty review all existing materials and modify/update:</p> <ul style="list-style-type: none"> ▪ Instructor information ▪ Course orientation ▪ Assignments ▪ Assessments ▪ Course content and links 	<p>Faculty member will need to develop majority of the course without the help of pre-existing content per the letter of agreement and procedures and guidelines for online classes.</p>	<p>Work to be defined in consultation with the Distance Education Department.</p>
<p>Compensation paid as stipend/direct pay or release time.</p> <p>Value of total tied to value of PT faculty step 1 rate for Lecture courses.</p> <p>Approximated values: Substantial = up to 100%, limited = 20% to 50%, Varies = depends on work.</p>	<p>Total: 20% to 50%</p> <ul style="list-style-type: none"> ▪ Limited: 20% to ▪ Moderate: 50% 	<p>Total: 100%</p> <ul style="list-style-type: none"> ▪ Substantial: up to 100% ▪ Range may vary based on factors such as credit hours of course; what materials are already available? 	<p>Total: 100%+ negotiated, marketing agreement</p> <ul style="list-style-type: none"> ▪ Substantial: up to 100% ▪ Range may vary based on factors such as credit hours of course. <p>Pay based on stipend plus percentage of royalties, negotiated between faculty, Division Dean and Director of Distance Education.</p>

*"Prepare Previously Existing Distance Education Course" means actually preparing a course we will offer, not reviewing a package where no decision has been made to offer the course. Also includes updates or major revisions to existing Distance Education course(s).