Request for Proposals – Development of Online Courses/Programs

Increasing the number of courses offered through distance learning (DL) technologies, especially online courses, will increase the University’s service to the region. A survey in Fall 2009 indicated that half of Western’s faculty are interested in developing DL courses. Faculty stated that the largest impediment to participation is lack of time. Therefore, the present project provides release from a course in lieu of the monetary incentive provided under prior agreements, with the participants’ departments being credited with funds to hire adjunct faculty.

In limited cases where qualified adjuncts cannot be secured, faculty may receive overload, pending administrative approval.

During Summer semester, faculty will be paid $2400 to develop an online course, rather than receiving the workload credit being offered in the Fall and Spring.

Adjunct faculty will be paid $2400 to develop online courses, regardless of semester.

As of July 2011, faculty have added 136 courses to Western’s inventory of online courses.

The present project will

- provide faculty with release from one course or $2400 (see above) in exchange for the development of an online course;
- increase services by Western’s IMC that facilitate online course development;
- provide faculty with software and hardware to facilitate online course development;
- as needed, loan faculty a laptop or netbook for course development and delivery for as long as the faculty member teaches online courses;
- provide faculty with a $1000 stipend for the first delivery of new online;
- pay faculty $100 for each enrollment in an online course that exceeds an enrollment of 25 for enrollments between 26 and 50. Beyond 50, the per student stipend is on a sliding scale (e.g., $75 at enrollment of 90, $50 at enrollment of 145); and
- market the courses/programs developed.

Three types of proposals will be given the highest consideration: (1) proposals to develop online versions of high demand general education courses; (2) proposals from faculty teams to create online versions of high demand majors (e.g., in Spring 2009, nine faculty from CJ worked to put their major online); proposals for online upper division courses that are key to high demand majors (e.g., business-related courses for Western’s Bachelor of Technical Studies – for example, Industrial/Organizational Psychology, Organizational Communication, Management of Organizations). Other proposals will be considered, but a guiding principle in evaluation of proposals is the potential audience that is likely to be reached by the online coursework.

The project is ongoing. However, faculty should check with their dean about application deadlines for each semester as applications must be submitted in time for the development of schedules and the determination of workload for each semester.
Application to Develop Online Course

Faculty Member: ________________________________________________

Department: ____________________________________________________

Course to be Developed: ____________________________

Term During Which Course Will be Developed: ________

Proposed Term that Course Will First be Offered: ________________

Proposed Cycle of Offering of Course (e.g., every term, once per year, etc.)

Other Missouri Western Workload During Term When Course Will be Developed
(list all courses being taught and workload for these courses, and any alternative assignments
and associated workload)

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Total Workload __________

Please Check One of the Following:

____ I am seeking release from the course listed below, understanding that I will receive
3 Workload Hours for course development in lieu of teaching the course below

_____________  __________
Course        Term

____ I cannot be released from a course. I will receive 3 Workload Hours for course
development that will be translated into overload if my academic year Workload Hours
exceed 25

____ I will develop the course in the Summer for a stipend of $2400

____ I am an adjunct faculty member and will be provided a stipend of $2400
[Adjuncts must sign the statement below regarding conditions for participation.]
Full-time Faculty – no signature required

Approval of Chair: ____________________________________

Approval of Dean: ____________________________________

**Responsibilities of Adjuncts:** In applying for incentives to develop an online course, I pledge my availability to offer at Western the developed online course at least twice. I also pledge to not offer the developed course as an online course at another university within 16 months following the development of the course at Western. If the developed course is not offered at least twice at Western during 30 months following its development, and this is due to my unavailability, I agree to return to Western all of the developmental stipend if the course has never been offered, and half of the developmental stipend if the course is only offered once.

____________________________________  ______________
Adjunct Signature  Date

If the proposed course is part of a joint project with other faculty, list the other faculty involved and the courses to be developed:

Previous online course(s) developed by applicant:

Previous courses developed using technologies relevant to developing an online course (e.g., courses with substantial WebCT components):

Place of course to be developed within Western’s curriculum and potential audience for course:

Submit signed application to Gordon Mapley, Western Institute.