

Eastern New Mexico University – Ruidoso Branch Community College
Online Course Development Policy
Effective January 1, 2007

First-time instructors applying to teach online at the Ruidoso Branch Community College (RBCC) will follow the same procedures as those applying to teach face to face. The applicant's letter of interest, resume, transcripts, and faculty application will be mailed to the Dean of Student Learning. Their information will be added to the instructor database and will be provided to department lead faculty as needed.

EVERY instructor wishing to teach online at the RBCC must complete CIS 293 – Online Instructor Training. This ensures that new online instructors understand the RBCC policies and community needs as well as the WebCT platform and student learning best practices.

Instructors developing online courses will be paid a onetime stipend for development. This will be done to stay competitive and to encourage expansion of the online program at ENMU Ruidoso. The first time an instructor develops a course for ENMU Ruidoso they will receive a tuition waiver for the instructor training course and a \$500 stipend upon course approval by the Online Course Coordinator. Instructors having completed the online training course will be paid \$750 per newly developed course thereafter. No stipend will be paid for redevelopment due to text or online course platform changes.

Lead faculty members may initiate the development of an online course by requesting that a particular instructor do the development. An instructor may also request to teach an online course and the lead faculty member must prioritize the request based on current development initiatives and student need. If the instructor and the lead faculty member for a department verbally agree that the course should be developed, the following process must be completed before the course is available to students. If approval is not granted at any step in the process the request is null and void.

1. Instructors should complete the attached course request form and submit it to their lead faculty member.
2. The lead faculty member must sign the request and submit it to the Dean of Student Learning.
3. The Dean of Student Learning will obtain Academic Council recommendation, approve funding, sign the form, and submit the request to the Provost office for final approval.
4. Following administrative approval, the Dean of Student Learning will forward the request to the Online Course Coordinator.
5. The Online Course Coordinator will request that a shell be setup for the new course and notify the developing instructor as soon as the shell is accessible.
6. Instructors will notify the Online Course Coordinator that development is complete no later than two weeks prior to the course delivery date. They will also grant their lead faculty member "teaching assistant" access to the course and request that they review the course content.
7. The Online Course Coordinator will review the new course to verify that it meets the RBCC online course content requirements as well as contact the lead faculty member for their approval of course content.
8. The Online Course Coordinator will sign the request form granting completion approval, distribute copies as noted on the form, and submit it to the Dean of Student Learning for payment.