

<b>CCSN Policy</b>	Section: ACF	Number: 10
<b>Title: DISTANCE EDUCATION COURSE DEVELOPMENT STIPEND POLICY</b>		<b>Policy Effective Date: <u>December 15, 2005</u></b>
<p>Approved:</p> <p><u><i>Richard Carpenter</i></u> <span style="float: right;"><u><i>December 15, 2005</i></u></span>  CCSN President <span style="float: right;">Date</span></p>		
<hr/> <p>Faculty Senate Recommendation <span style="float: right;">Faculty Senate Recommendation Unnecessary</span></p> <p><u>Recommended</u>      Not Recommended*      (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u><i>Darren Divine</i></u> <span style="float: right;"><u><i>November 14, 2005</i></u></span>  Faculty Senate Chair <span style="float: right;">Date</span></p>		
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**Distance Education Course Development Stipend Policy**  
**Faculty Senate Approved – December 10, 2004**

This is a revised document for a process that is already approved and presentation of this document is for the purpose of updating the wording:

1. Faculty at CCSN will receive a one-time compensation for the development of a course to be taught in a Distance Education format (Internet, Video/Internet, Compressed Video, Teleconference, and WebCT).
2. An individual developing the course may either be a full-time or part-time instructor.
3. Compensation for the development of the course will occur during the semester that the course is first taught. The course does not have to be taught by the instructor being compensated for the development of the course.
4. A course can not be developed and taught in the same semester.
5. Faculty will only be compensated for the first-time development of the course. Any faculty making subsequent modifications or revisions to the course will not receive any additional compensation.
6. In order to receive compensation for the development of the course, an instructor must sign the Distance Education Course Development Compensation Agreement (see attached).
7. Faculty will be compensated based on the following schedule:
  - a. Adjust pay per IU
  - b. Not to exceed 4 IU's
  - c. The amount paid for stipends will be evaluated on an annual basis so that the amount is comparable to the adjunct instructor pay rate.
8. Faculty member(s) or department chair selects course to be developed and format of the course (Video Course, WebCT Course, other).
9. Faculty member(s) meets with Department Chair to get approval to develop course in a Distance Education format. Faculty member(s) and department chair sign The Distance Education Course Development Stipend Form and Distance Education Course Development Compensation Agreement form by the end of the second week of classes.
10. Academic Dean signs The Distance Education Course Development Stipend Form and Distance Education Course Development Compensation Agreement form by the end of the third week of classes.
11. Faculty member(s) submits completed Distance Education Course Development Application Form and Distance Education Course Development Compensation Agreement form to the Distance Education Office by the end of the fourth week of classes.

12. Faculty member(s) develops course with technical assistance from the Distance Education Program staff if needed.
13. Faculty member(s) completes development of course.
14. Department Chair and Division Dean will verify completion of course development.
15. Director of Distance Education verifies that course is being offered in a Distance Education format and that there has been no prior payment for the development of the course. Director of Distance Education signs The Distance Education Course Development Stipend Form and forwards the form to the Dean of Curriculum and Scheduling for approval.
16. Compensation and Intellectual Property Rights
  - a. If faculty member receives compensation, the faculty retains 60% copyright of the first draft, per intellectual property Code.
  - b. Should a faculty member decide not to receive compensation or use college resources for the development of a course, that faculty member maintains 100% copyright for the developed course.