**Barton Community College**

**Online Course Development/Redevelopment Agreement**

**New Course Development**

New course development is defined as a course that is not currently offered online and is being developed to support a new online program, to complete coursework required for an online certificate or degree program or is identified as a course that would meet a requested need.  Must be approved by Supervisor and Director of Distance Learning.

* Payment for a New Course Development is $500.00/credit hour.

**Redevelopment of Existing Course**

Redevelopment of existing courses is defined as a course that requires more than 50% of substantive improvements to the course OR an instructor developing an already existing course.  Must be approved by the Supervisor and Director of Distance Learning.

* Payment for a Redevelopment of an Existing Course is $250.00/credit hour.

**As a faculty member assigned to create or redevelop a course, he or she agrees to the following:**

1. The faculty member must complete the BOLT 101/103 online training course prior to beginning course development.
2. Courses must be fully developed prior to submission for final review.
3. Developed courses will not be put on the schedule until they are fully developed and eCertified (approved by independent reviewers based on the appropriate rubric).
4. Courses must pass certification 30 business days prior to the start of the intended enrollment session.
5. The one-time payment will be paid to the faculty member upon course completion (developed or redeveloped) within the stated timelines and availability for enrollment.

**Deadlines and Timely Interaction**

The college places a high importance on deadlines being met and timely feedback.  The same will be true with the new course development or redevelopment process.  There are several deadlines, opportunities for feedback, interaction, and other communication in the e-certification process.  Missing deadlines will be grounds for nullification of the agreement.

* Unless otherwise noted by the supervisor at the time of hire, a maximum of 16 weeks is allowed for new course development or redevelopment after completion of the BOLT 101/103.
* Any evidence of copyright infringement will result in the nullification of this agreement.

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| **Course Information** | | | | |
| Subject Code & Course Number: |  |  | | |
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| Course Title: |  | | | |
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| Credit Hours: |  |  | | |
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| Instructor: |  | |  | |

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| **Timeline Dates** | |  | |
| Complete BOLT 101/103: | |  | |
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| Submit for First Look: | |  | |
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| Submit for Final Review: | |  | |
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| Pass Final Review: | |  | |
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| Due Date: | |  | |

Failure to meet any of the deadlines will result in nullification of this agreement.  The faculty member can request exceptions **five** business days prior to the deadline. Exceptions must be approved by the Supervisor and the Director of Distance Learning and may change the first session in which the course is offered.

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| **Faculty Signature** |
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| **Supervisor Signature** |
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| **Director of Distance Learning Signature** |
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| **Director of Instructional Excellence Signature** |