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## **POLICIES & PROCEDURES FOR EMPLOYEES**

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Distance Learning Course Development** **5.14**  
Responsible Division: Instructional Services  
Date Approved: October 2000

Employees may apply for a contract for compensation to create a distance learning course (telecourse, teleweb, or web-centered) that will yield a unique product that can be effectively offered in a distance learning modality.

1. Compensation may take the form of either a credit hour equivalent workload reduction or a financial award based upon the rate in effect and payable on final approval of a review team and timely delivery of a product as set forth in the Distance Learning Course Development Contract. The contract for the development of these materials will be awarded based upon program needs and institutional resources. The form of compensation, that is, workload reduction or cash payment, will be determined by the appropriate supervisor (dean/director) and the appropriate vice president (Vice President for Instruction and Student Services or Vice President for Extension Education and Economic Development).
2. Any course submitted in fulfillment of contractual obligations will be subject to a review and must meet final approvals before final compensation is awarded. Course evaluation criteria will be provided to the employee upon awarding of the contract. Employees awarded course development contracts are expected to make good-faith modification to the course as recommended

by the review team.

3. Southwestern Community College will claim full and complete rights of ownership of the course developed as a result of this contract. Southwestern Community College reserves the right of ownership to improvements, revisions, modifications and customizations made to the original work.

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