Quality Online Courses

Instructors accepted to the CETL/LTS online course development program are paid upon completion of their course and the course is scheduled in CampS. Below are the payment criteria:

**Timeframes:**
- The course is completely developed no later than **2 weeks** before it begins to allow a focus on teaching.
- Development starts at least 3 months before the course begins.
- Assignments are due at least once a week in semester-long courses and multiple times a week in shorter classes.

**Course Design:**
- Collaboration with an Instructional Designer: meet 1-2 times per month to discuss progress, set and meet milestones, and answer questions.
- Consult with Library Liaison as needed for new materials, videos, or supporting student research efforts in a course.
- The course includes a combination of content types: textbook, websites, videos, pdfs, etc. rather than focusing just on the textbook.
  - At least one video created by the instructor.
  - The instructor’s “voice” is evident throughout the course, whether through written documents or videos. In other words, the instructor provides information to supplement or elaborate on readings and online resources and share their expertise.
  - Instructor-created videos are less than 15 minutes long.
- A comparable level of rigor and time commitment (for both students and the instructor) between the online and face-to-face versions of the course.
- Opportunities for student-student interaction in the course, usually in discussions or collaborations.
  - Required synchronous (live web conferencing) activities are usually not used to provide flexibility.
- Content and activities directly align with learning outcomes/objectives.
  - Optional/supplemental content is indicated as such.
- Varied assessment types, both formative and summative: discussions, quizzes, papers, projects, etc.
  - Use of the Transparent Assignment Design (Purpose, Task, Criteria) within at least 1 assignments.
- Instructors create a communication plan for how they will use announcements and when to give timely feedback to students.

**Technological:**
- Canvas assignments, quizzes, and discussions have due dates set to appear in the student calendar.
- Instructor-created videos are in Kaltura. At minimum, videos that are core instructional materials are captioned. (Automatic captions can be generated through Kaltura and edited).
- Course design is accessible for students: images have alt tags, headers are used on pages, etc.