

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL DISTANCE LEARNING COURSE DEVELOPMENT	Policy 5.01.04
-----------------------------------	---	-------------------

Employees may apply for compensation to create a distance learning course 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 compensation based upon the rate in effect and payable on final approval and timely delivery of a product as set forth in the Distance Learning Course Development Agreement. The Course Development Agreement will be awarded based upon program needs and institutional resources. The form of compensation (i.e., workload reduction or payment) will be determined by the appropriate supervisor (dean/director) and the Executive President for Instruction and Student Services.
2. Any course presented for compensation in fulfillment of a Course Development Agreement must be developed and reviewed using the College's E-Learning Course Development Process. Courses developed and reviewed using that process must meet standards established by the E-Learning Committee before final compensation.
3. The College will claim full and complete rights of ownership of the course developed as a result of a Course Development Agreement. The College reserves the right of ownership to improvements, revisions, modifications and customizations made to the original work.

Adopted: April 2013

Revised: January 27, 2015