DISTANCE EDUCATION
Portland Community College

LETTER OF AGREEMENT FOR NEW ONLINE COURSE DEVELOPMENT

Instructor: *Sample Instructor*
Course: *Sample Course*   **Credits:** *X*

TRAINING COMPENSATION:
Instructor will be paid a stipend of $*<Stipend>* upon successful completion of the Online Instructor Orientation.

TRAINING TIMELINE:
Training consists of both asynchronous (online) and synchronous (on-campus) training sessions. *Online Instructor Orientation (OIO)*: *<Start Date> – <End Date>, <Year>*.

COURSE DEVELOPMENT TIMELINE:

1. Training Begins: ***<Start Date>, <Year>***
2. Progress Check: minimum of 1 week of content ready in D2L by ***<Due Date>, <Year>***
3. Final Review: course ready in D2L for final review by ***<Due Date>, <Year>***
4. First Term to Teach: ***<Term>, <Year>***

COURSE DEVELOPMENT COMPENSATION:
Distance Education will pay a stipend of $*<Stipend>* to *<Sample Instructor>* upon completion of review and approval by Division Dean.

COURSE DEVELOPMENT TERMS: *Any variations to the agreement are under the Course Development Terms section.*
- A new online course will be developed in the PCC course management system (Desire 2 Learn) using a new empty course shell. The course will be delivered online with minimal or no on-campus attendance. In the case of on-campus attendance, clearly defined alternatives for students to complete the entire course at a distance will be outlined by the instructor.
- Course will undergo course reviews to ensure that it contains required elements at the end of the course development period. Instructor will be provided a course review checklist at the start of the course development cycle. Please see the course timeline section for course review dates.
- Courses that are not ready to be reviewed by the above course review date will be reviewed at the end of the next course development cycle, unless prior arrangements have been made with the Curriculum Support Office. Once the course has been reviewed by the Curriculum Support Office and approved by the Department Division Dean, any course development stipends will be paid.
- In the absence of an agreement otherwise, instructional materials or processes produced by a Faculty member or Academic Professional with College support, by way of use of significant personnel time, facilities or other College resources, will be owned by the College.
  This is an official agreement specifying expectations, ownership and compensation. We strongly urge you to read the specific requirements and standards. If you have any questions you may want to consult the Distance Education Department, your Division Dean or the Faculty Federation.

Signatures: *Please read the entire document prior to signing the Letter of Agreement.*

_____   _____   _____
Instructor   Division Dean   Director Distance Education
_____   _____   _____
Date   Date   Date

Retain the following pages for your records.

I. BASIC TERMS
- The instructor agrees to follow all of the training and development guidelines and timelines established by the Distance Learning Department.
- The Distance Learning Department will pay the contract rate for the development of the course listed the signature page of the agreement. Payment will be made when the complete course development is available in Desire 2 Learn, a course review has been completed by the Distance Learning Department, and the overseeing division dean's approval has been communicated.
- The Distance Learning Dept. will direct faculty to appropriate training sessions and provide assistance and feedback for the instructor during the development period. Training or assistance may be in the form of organized classes or individual consultations.
- PCC will provide each instructor with appropriate access to a computer and the Learning Management System software necessary to teach.
- The Distance Learning Dept. will provide access to technical support for faculty, including telephone, email, maintenance of online forums and help, and periodic meetings. Some support may be contracted with outside providers.
- During the term of the agreement the course should be closely assessed for student success, faculty and student satisfaction accessibility and technical problems by the academic departments and faculty member.
- Addendums or cancellations to this agreement and/or its terms will be documented, recorded and communicated as needed.
- Unless otherwise stated in the Letter of Agreement all content produced for this course is the property of Portland Community College.
- Course content is accessible to students with disabilities and adheres to the PCC online accessibility guidelines (pcc.edu/access).

II. COURSE DEVELOPMENT TERMS
All distance learning classes must meet the following criteria:

- Include a course content guide that describes learner outcomes expected in the course.
- Provide opportunities for student-teacher interaction and teacher-student interaction.
- Provide prompt feedback on progress to students.
- Keep required attendance on campus at a minimum, and always include flexible options for students when in-person attendance is required.
- Courses have been through the adoption or development process as described in the "BASIC TERMS" section above.
- Online classes must include a link to the PCC Distance Learning Dept. at distance.pcc.edu for students and must be developed utilizing Desire 2 Learn as the course platform.
- Follows the instructional standards for Distance Learning Courses at PCC.
- The instructor agrees to improve the course during the period of this agreement.

III. DEVELOPMENT TIMELINE TERMS
- Specifically requested development timelines is listed on the Individual Agreement. In accepting this agreement, the instructor agrees to develop the course per the agreed upon timeline, and to teach the course for a period of three terms via the fully online medium.
- During this development the instructor will: complete the required initial online instructor training (OIO), develop an online syllabus, create the course, load course content and produce any materials or activities needed to effectively teach the course online. The expectation is that courses will be fully developed, tested and reviewed prior to the first term that they are scheduled to be offered.
- A progress review will be conducted by the Distance Learning Dept. to ensure that the course development is on track. The mid-term course review date will be indicated on the LOA.
- Once course development is completed, the Distance Learning Dept. will conduct a final course review and the academic division dean will be contacted to approve course completion for offering and for the payment of the agreed stipend.

INSTRUCTIONAL STANDARDS FOR DISTANCE LEARNING COURSES

LEARNER OUTCOMES AND CONTENT PRESENTATION
- Course meets standards of approved courses content and outcomes guide.
- Learning outcomes are clearly and explicitly stated and available publicly.
- Learning outcomes address both mastery of content as well as improved learning skills.
- Learning outcomes reflect high and clear expectations of learners.
- Content is related to the stated outcomes.
- Course materials are current.
- Course employs effective instructional techniques.

LEARNER ACTIVITIES
- Specific learning activities are structured and sequenced to assist learners in achieving stated goals.
- Activities permit learners to have control over time, place and pace of learning.
- Activities are planned to actively engage the learners in the learning process.
- Activities respect diverse talents and ways of learning.
- Activities include frequent, meaningful interactions among learners, between learners and content and between learners and faculty.
- Requisite technology skills are clearly identified.
- Course activities include interaction with academic support and advising staff when appropriate.
- Course includes support for students to develop confidence and competence with the processes and technology of distance education.
- Activities include opportunities for reciprocity and cooperation among students.

EVALUATION
- Evaluation of student performance is based on measures of the achievement of the stated learning outcomes.
- Instruments and activities are congruent with learning outcomes and consistent with the skills required of learners.
- Assessment activities are integral to the process of learning and allow for self-assessment, identification of areas where review is needed and the establishment of interim learning goals.
- Assessment accommodates the needs and situation of the learner.
- Assessment of learner activities includes frequency of interactions and participation.
- Assessment is based on multiple opportunities to perform and receive feedback.
- Feedback from assessments is prompt.

INSTRUCTIONAL DESIGN
- Instructional design creates dynamic and positive relationships among methods, content and technologies.
- Selection of tools and media is based on ability to support the learning goals and objectives.
- Instructors and students are prepared to use selected tools and media.
- Choices reflect accessibility and are prepared to use selected tools and media.
- Design includes appropriate use of library resources and is in accordance with copyright laws and policies.
- Design reflects the diversity of potential learners.
- Design incorporates supported technologies.
- SACC involvement in selection of method(s) of delivery and instructional design.

TECHNOLOGY REQUIREMENTS FOR TEACHING ONLINE

ACCESS & CONNECTIVITY
- Computer must be able to connect to the Internet. Broadband is expected. Home computers require an account with an Internet Service Provider (i.e. Comcast, Verizon, etc.).
- Dial-up connection is not recommended but could be used for occasional access. Dial-up access to the Internet is slow and results in a less than satisfactory method for interactions with the Learning Management System.

HARDWARE REQUIREMENTS
- Access to a computer with a modern operating system capable of running the following software:
- One of the following recommended Internet browsers:
  - Firefox 2.5 or later (this is the best supported browser for use with Desire2Learn)
  - Internet Explorer 7 or later

- o Safari 3.x or later
- Browser plugins, such as Flash, Acrobat Reader, Quicktime, etc.
- Anti-virus and Firewall Software
- Word-processing software (Microsoft, Open Office or Google Docs)
- Note: PCC can provide instructors with a copy of Microsoft Office for their home computers. Please contact Technology Solution Services for more information (pcc.edu/resources/tss).