

Policy for Use of Online Course Funds for Course Development

Policy on Unencumbered CPAA Online Course Fees

While the distribution of CPAA online course fees is at the discretion of the Dean, it is the recommendation of the CPAA Executive Committee that a structured policy be in place regarding the use of such fees on one-time bases. CPAA faculty and staff are encouraged to be creative in the use of online course fees to create, enhance, and maintain online courses, but also to recruit, retain, and evaluate online students and programs. Use of the fees is restricted to activities related to online courses, but this does not suggest a College preference for online courses. Rather, it is an artifact of the origin of these fees.

1. Faculty and staff in CPAA are eligible to apply for College online fees, provided they are used to enhance online course activities. Some activities will inevitably also benefit on-campus courses, students, and programs. That will not be considered a detriment to the application.
2. The CPAA Dean's office will email all College faculty and staff each semester announcing the request for applications. The fall email will coincide with the solicitation for requests for discretionary NIAs. Announcement dates and deadlines will be set by the Dean's office.
3. Applications for online course fees require a description of the activity to be funded, the amount of funding requested, and a letter of support (email acceptable) by the department chair. In the event that a single department makes multiple requests, proposals will be ranked, with each department choosing its own ranking method.
4. The Dean will evaluate the proposals, providing funding to the top proposals in line with the availability of funds. In instances where faculty/staff stipends are being requested to develop a new online course, preference must be given to the faculty/staff member who has received fewer stipends for new online course development. Faculty will not be eligible for a College online course fees in the same semester during which she/he receives a discretionary NIA.
5. Online course fees that are not directed toward a specific course may be requested at any time, with the understanding that it is likely that all or the majority of fees may already be allocated.
6. Decisions regarding the funding of proposals with CPAA online course fees will be shared via email with all College faculty and staff. Award notices are tentative endorsements because the actual amount of funds available may vary.
7. Faculty and staff receiving online course fees are required to submit to the Dean's office, by the end of the semester in which the funds are received, a report describing the actions completed with the support of the online course fees. These reports will be available to all College faculty and staff via the College shared drive, College website, or other venue. Faculty/staff who do not submit the report by the end of the semester will not be eligible to apply for later College online course fees for a period of three years.