

**Academic Affairs Stipend Request  
Hybrid or Online Course Development  
(Applicable: Summer 2022, Fall 2022, Winter 2022, Spring 2023)**

Faculty Member: \_\_\_\_\_ Department: \_\_\_\_\_

School: \_\_\_\_\_ Term:  Summer  Fall  Winter  Spring

Course ID and Name: \_\_\_\_\_

Course format:  Hybrid (HYBR)  Hybrid/Synchronous/Remote (HSR)\*\*  Fully Online (ONAS)

*Accepted course formats for AY 2022-2023*

First Term to be Taught: \_\_\_\_\_ Anticipated Frequency: \_\_\_\_\_

Total Stipend Payment: \$ \_\_\_\_\_

Payable in two payments. The first payment will be made when Academic Technology has verified that the course has been developed and meets institutional quality standards; the second payment will be made at the conclusion of the first term that the course is taught.

MOU Submitted:  YES  NO

Faculty member agrees to develop the course identified above in an online or hybrid format. As part of the development process, the faculty member agrees to:

- Work with Academic Technology throughout the online/hybrid course development process following the timeline proposed by Academic Technology and meeting all designated checkpoints.
- The course should be developed within the learning management system (LMS) adopted by Siena College (currently Canvas). Other software or programs may be used provided the LMS still provides the framework or "landing page" for the course. Complete training provided by Academic Technology in the use of the LMS as necessary.
- Adhere to Universal Design guidelines as possible to ensure course meets accessibility requirements.
- Work with Academic Technology and Librarians to make sure all copyrighted content/material meets institutional copyright requirements.
- Using the timeline suggested, meet with Academic Technology at designated checkpoints in order to ensure course development completion in a timely manner.
- The faculty member should notify Academic Technology when the course is ready for review prior to release so that the course may be reviewed to ensure it meets institutional quality standards.
- Teach the identified course at least once with a minimum enrollment of 7 students. Use feedback received during the first offering to revise the learning environment for future offerings.

I agree to develop and teach the course as stipulated above.

Faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

**Stipend Rates**

The stipend for accepted proposals will be \$2000 for developing an online (ONAS) course based on an existing face-to-face course or new to the curriculum. This will be divided into two \$1000 payments as indicated above. A new hybrid (HYBR or HSR) course, conversion of an existing face-to-face course to hybrid (HYBR or HSR), or conversion of a hybrid (HYBR or HSR) course to fully online will receive \$1000, in two \$500 payments as indicated above. Stipend amounts will be subject to review by the VPAA.

\*\* Hybrid/Synchronous/Remote – courses that are a mix of asynchronous, online activity and Zoom (or other web conferencing tool) interactions scheduled for a specific time. By our definition of hybrid courses, these classes are 30-80% online work with the balance being "in-person" meaning, in this case, via Zoom (or other web conferencing tool).