

**Memorandum of Understanding
Hybrid or Online Course Development
(Applicable: Summer 2023, Fall 2023, Winter 2023, Spring 2024)**

Faculty Member: _____ Department: _____

School: _____ Term: Summer Fall Winter Spring

Course ID and Name: _____

Is this a new or existing course? New Existing

If this is a NEW course, not a change in mode of delivery, BOI approval will be needed before the course can be taught.

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

Accepted course formats for AY 2023-2024

Course description detailing proposed hybrid or online components. DO NOT include catalog description (attach separately if needed):

Faculty member responsibilities:

- Work with Academic Technology throughout the online/hybrid course development process following the timeline proposed by Academic Technology and meeting all designated checkpoints.
- Complete training provided by Academic Technology in the use of the learning management system (LMS).
- 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.
- Adhere to Universal Design guidelines as much as possible to ensure course meets accessibility requirements.
- All copyrighted content/material must meet institutional copyright requirements. Faculty member, Academic Technology, and Librarians will work together to address any issues.
- 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.

Faculty member: _____ Date: _____

Department chair: _____ Date: _____

School Dean: _____ Date: _____

Academic Technology: _____ Date: _____

Provost: _____ Date: _____

** 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).