

Memorandum of Understanding Hybrid or Online Course Development

Faculty Member: _____

Department: _____

School: _____

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.

Hybrid

Fully Online

Course Description Detailing Hybrid or Online Components (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 Blackboard). 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: _____

Vice President Academic Affairs: _____

Date: _____