



EAST TENNESSEE STATE  
UNIVERSITY

Information Technology Services - Sherrod Library Room 118, Box 70284

Memorandum of Understanding  
Synchronous Online Course

*Department chairs should complete this section.*

**Online Course Information**

**Online Course ID and Name:**

**Developing Faculty Member(s):**

**Department:**

**Development Site or Course Section and Semester to be Reviewed:**

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**Online Course Type**

**Check the appropriate course type:**

This is a new online course delivered using synchronous, web conferencing technology.

Synchronous online courses meet at assigned times according to the ETSU schedule of classes and online assignment schedule determined by the instructor. Instruction occurs on the web within the ETSU learning management system or approved third-party services and is separate from in-person, on-campus course sections.

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**Department Objectives**

**Departmental Goals for Online Education:**

**Departmental Programs:**

**Department Chair(s):**

# Memorandum of Understanding Requirements

- I. This Memorandum of Understanding is to verify the nature of the online course listed above, as developed by the faculty member named. This faculty member's online course has been or will be developed by the faculty member as part of his/her assignment at East Tennessee State University and will be the joint property of the faculty member and the university upon compensation. The faculty member retains the right to future use of any materials in the online course that are his/her creations; if multiple faculty contribute materials to the course, each retains the right to future use of his/her contributions. The department, on behalf of the university, retains the intellectual property rights to the online course, having access, giving other instructors access, scheduling and offering the course at any time, allowing other instructors to modify and add materials, permitting other instructors the opportunity to teach the course or sections.
- II. Neither the faculty member nor the university shall sell, or allow to be used by any outside entity, a version of the online course, or any parts thereof, without first establishing the mutually agreed terms of such a sale or use. An archived copy of the approved online course content at the time of approval, will be kept on file by Information Technology Services (ITS).
- III. List or attach any other items of understanding related to this online course listed above:

## Obligations and Extra Compensation

### Extra Compensation

The purpose of extra compensation is to remunerate course developers. Extra compensation for developing an online course is separate from any additional responsibilities required of the instructor of record while teaching the course. The extra compensation for development is limited to a maximum of \$1500 per course for newly developed, synchronous online courses.

New online courses must be approved through the University's Curriculum Process System. Extra compensation will not be paid for experimental courses, special topics or independent study courses. Courses that do not require traditional development may be assessed for eligibility by the ETSU Online Liaisons on a case by case basis. These courses include but are not limited to clinicals, practicums, test preparation, field placements, and courses where the majority of instructional material has been developed by a third party (e.g. course packs from publishers). These courses may not be eligible for compensation, or may only be eligible for partial compensation, as determined by the ETSU Online Liaisons.

Compensation for approved courses will be awarded on a tiered system based on the evaluated score. (See appendices A and B for detailed requirements and best practices.)

### Fully Synchronous

- Level 5 - Excellent - \$1500
- Level 4 - Good - \$1000
- Level 3 - Average - \$500
- Level 2 - Acceptable - \$0

## Appeal Process

Any decision made by ITS, including course development eligibility, compensation, or review score may be appealed. Appeals will be brought before the ETSU Online Liaison at the next scheduled meeting. The ETSU Online Liaison meets every two weeks during the fall and spring semesters. The group does not meet during the summer.

## Terms of Obligation

### **Terms of obligation incurred by the faculty member(s), host department(s), and host college(s):**

1. The specified course must be offered at least three times during a three year period. Semesters taught prior to course approval will not count toward the three time requirement. It is the department's responsibility to ensure that the course is offered for the agreed upon period. If the course is not offered at least three times during a three year period, it is the department's responsibility to reimburse ETSU Online for the extra compensation paid to the faculty member who developed the course.
2. Course instructors and their departments must assure that the course material is current; i.e., having been reviewed within the last six months. Instructors may request peer reviews at any time. ITS reserves the right to review the course annually to ensure that it has been maintained in accordance with these guidelines.

### **Faculty members entering this agreement will:**

1. Meet all required online course components as set forth under [ETSU's online course policy](#).
2. Complete training that covers both online best practices and technical aspects of teaching online courses. The faculty will successfully complete at minimal competency level an assessment delivered through the ETSU learning management system to demonstrate basic knowledge of online pedagogy and approved software applications adopted for online courses.
3. First time course developers should work with ITS throughout the development process.
4. The online course must be fully developed and taught using approved software adopted by ETSU. Other software or programs may be used with prior approval from ITS.

5. The MOU will be kept on file in ITS until the developed course has been review for the best practice standards listed in appendix A and B. The faculty member should notify ITS when the course is ready for review. (ats@etsu.edu – 439-8611)
6. Courses requiring paid identity verification methods, including proctored tests, must have their requirements submitted in Goldlink, ensuring that students can view any requirements at the time of registration.
7. After the course has been reviewed and required revisions have been made, ITS will forward the MOU to the Chief Information Officer and Senior Vice Provost as well as the Provost for final signatures. Extra compensation paperwork will be initiated after all signatures are collected and the completed form has been returned. Developing faculty members must have an active employment contract with ETSU at the time of compensation.
8. Courses where the majority of the instructional material dynamically happens during the course, such as discussion heavy courses, may be reviewed after they have been taught the first time.

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_  
*print name signature*

Department chair: \_\_\_\_\_ Date: \_\_\_\_\_  
*print name signature*

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
*print name signature*

Internet Program Support Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature indicates the course complies with minimum best practice standards.  
 Remaining signatures will be collected after the review.**

Senior Vice Provost: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Appendix A - Requirements for Developing ETSU Online Courses

Below are the required elements for ETSU Online course development, which must be present in any completed ETSU online course. A detailed rubric can be found at [www.etsu.edu/onlinehelp](http://www.etsu.edu/onlinehelp).

**1.1 Accessible and Current Course Syllabus**

**1.2 Purpose and Goals**

**1.3 Course objectives or Intended Learning Outcomes**

**1.4 Instructor Contact Information, Availability and Timing of Instructor Response**

**1.5 List of Textbooks, Hardware, Software and Required Materials**

**1.6 Specific Course Requirements and Course Policies**

**1.7 Sequential List of Assignments with Due Dates**

**1.8 Grading Procedure and Grading Scale**

**1.9 Class Participation and Attendance Policy**

**1.10 Course Ground Rules**

**1.11 Online Course Resources are Current and Available**

**1.12 Instructional Material**

**1.13 All Course Content Abides by Copyright and Fair Use Laws**

**1.14 Instrument for Student/Student and Student/Faculty Interaction**

**1.15 Assessments**

**1.16 Functional, Accurate Gradebook**

**1.17 Course Respects Current Accessibility Recommendations**

**1.18 Course Hyperlinks are Operational**

**1.19 Course Includes Information on Protecting Student Data and Privacy**

## Appendix B - Guidelines/Best Practices for ETSU Online Courses

Below are the best practice guidelines for ETSU Online course development. These elements will be scored to evaluate the completed course. A minimum score of 60% is required for approval. A detailed rubric can be found at [www.etsu.edu/onlinehelp](http://www.etsu.edu/onlinehelp).

### Structure, Organization and Accessibility

**2.1 Course materials are organized by modules or learning units**

**2.2 Course modules or learning units contain learning objectives and a cohesive course narrative. The purpose of all instructional material is clear.**

### Instructional Design

**3.1 Course content is comprehensive, varied, and communicates subject-matter expertise.**

**3.2 Course content is chunked according to best practices of instructional design.**

**3.3 Course design takes full advantage of appropriate tools and media, which are current, supported, and readily obtainable.**

### Assessment and Evaluation of Student Learning

**4.1 Assessment methods are varied and provide multiple opportunities for students to measure their progress.**

**4.2 Assignment expectations are explicitly communicated, including detailed submission directions.**

### Instructor Presence, Interaction and Communication

**5.1 Course clearly demonstrates instructor presence.**

**5.2 Course fosters student/student and student/faculty interaction.**