



Quality Distance Education Course Development Contract

Effective Spring 2018

For DE Office Use Only:

Course ID:

Course Developer:

Sent to Business
Office:

- The course developer, department chair/program director, dean/provost, and the Director of Distance Education must all agree *in advance* that the course merits payment or release time.
- The developer must be credentialed to teach the course and complete Blackboard Levels I and II training prior to beginning course development.
- A developed course is defined as one that satisfies or exceeds all items on the CCCC Distance Course Review Tool.
- Courses must be accessible and ready for release to students prior to the course start date.
- Course sites and content will be the property of Central Carolina Community College. The developer agrees to grant to CCCC a perpetual license to use any part of the course.
- Release time, if applicable, is equal to the contact hours of the course being developed and is to be taken while course development is taking place.
- The one-time payment, if applicable, will be paid to the developer upon course development completion.
- The developer only has the right to use the developed materials at Central Carolina Community College. Developer may not take the developed course for use at other educational institutions.
- The developer certifies that the material used will not infringe on existing copyrights and that any copyrighted material will be licensed for use.
- If developer opts for payment rather than release time, the developer agrees to only work on course development during off work hours. Developer may not work on this course while completing normal full-time responsibilities.
- There is no payment or release time available for the portion of courses developed using a VLC course or publisher content. The developer must discuss in writing with department chair/program director, dean/provost, and the Director of Distance Education as appropriate the use or non-use of VLC and/or publisher content.
- **Online Development**
Defined as a fully accessible online course that is created and delivered within a learning management system, such as Blackboard. Payment or release time are available for courses that have not been previously developed online at CCCC OR courses that were previously developed online at CCCC but have not been offered online for at least two years OR if any accrediting agency, body, or other standard or law changes as approved by both the dean/provost and the Director of Distance Education. To receive payment or release time, developers must create a course that satisfies or exceeds all requirements in the CCCC Distance Course Review Tool. The development must not begin until and unless approval is granted in writing.
- **Blended Development**
Defined as a fully accessible course in which a portion of the delivery is online, but students are required to meet for traditional face-to-face instructional sessions. The online course elements must be developed within a learning management system, such as Blackboard. Payment or release time are available for courses that have not been previously developed online at CCCC OR courses that were previously developed online at CCCC but have not been offered online for at least two years OR if any accrediting agency, body, or other standard or law changes as approved by both the dean/provost and the Director of Distance Education. To receive payment or release time, developers must create a course that satisfies or exceeds all requirements in the CCCC Distance Course Review Tool. The development must not begin until and unless approval is granted in writing.

