

# Central Carolina Community College Quality Course Development Agreement Full-time Employees

*Effective Fall 2009*

Central Carolina Community College provides either a one-time salary supplement or release time for development of online courses. CCCC offers a one-time salary supplement for development of hybrid courses (combination of online and traditional delivery). Release time is available for original online development only. The following guidelines apply:

1. The developer and his/her supervisor must agree *in advance* that the course merits compensation or release time.
2. The developer must be Blackboard Proficient through the CCCC distance education department.
3. The development must have the approval of the program dean.
4. A developed course is defined as one that satisfies or exceeds all items on the CCCC Online Course Checklist.
5. Courses must be ready for release to students at least two weeks prior to the course start date.
6. 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.
7. Course compensation is available for course development according to the chart below. Course payment is based on the type of development (original content or hybrid) and the number of semester credit hours.
8. Release time is available for original online development only. Release time is equal to the contact hours of the course being developed and is to be taken during either the development stage or the initial course implementation.
9. The one-time salary supplement is incorporated into the developer's regular monthly check. The supplement is subject to taxes and retirement.
10. 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.
11. The developer certifies that the material used will not infringe on existing copyrights and that any copyrighted material will be licensed for use.
12. If instructor opts for salary supplement 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.
13. Developers are strongly encouraged to use Virtual Learning Community (VLC) courses. A review of the comparable VLC course is required by the developer and the supervisor prior to beginning development of a course that has a VLC version. VLC courses should be reviewed based on, but not limited to, the following criteria: currency of content, completeness of content, and media-rich content. This review should result in a decision to use or not use the VLC resource. If it is decided that the VLC course will not be used, the guidelines for original development should be followed. There is no compensation or release time available for courses developed using the VLC. In both instances, the developer should discuss in writing with the chairperson, dean, and distance education director as appropriate the use or non-use of VLC content.
14. **Original Online Development**  
Defined as a fully interactive online course that is created and delivered within a learning management system, such as Blackboard. Compensation or release time are available only 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 and the distance education director. To receive

compensation or release time, developers must create courses that adequately fulfill or surpass all requirements in the CCCC Online Course Checklist. The development must not begin until and unless approval is granted in writing.

**15. Hybrid Development**

Defined as a course in which the primary 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. Compensation is only available for courses that have not been previously developed in online or hybrid formats at CCCC OR courses that were previously developed in online or hybrid formats 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 and the distance education director. Most, if not all, items in the CCCC Online Course Checklist must be adequately addressed in the course site. Release time is not available for development of a hybrid course. The development must not begin until and unless approval is granted in writing.

### Payment Chart

Type of Development	Minimum	Maximum	Calculated by
<b>Online Original</b>	\$400 per credit hour	\$1,200	Total number of credit hours
<b>Hybrid Original</b>	\$200 per credit hour	\$600	Total number of credit hours

**Note:** Compensation will only be granted for courses completely satisfying or exceeding the CCCC Online Course Checklist

To be completed by the developer and supervisor:

Course to be developed \_\_\_\_\_  
*Course Code/Course Title*

Development will occur during the \_\_\_\_\_ semester  
*Term/Year*

The course will be ready by (at least 2 weeks prior to course start date) \_\_\_\_\_  
*Month/Day/Year*

Total number of credit hours \_\_\_\_\_

**Type of Development:**

\_\_\_ Original development

\_\_\_ Hybrid development

\_\_\_ Release time (original development only)

\_\_\_ Salary Supplement

Amount to be Paid \_\$\_\_\_\_\_.

I have read and agree to all guidelines outlined in this document. This is an original course and I am not being paid for this course development by any other institution or organization other than CCCC.

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*Developer's Signature*

*Date*

*Datatel ID Number*

***Approval required***

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*Supervisor's Signature*

*Date*

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*Program Dean's Signature*

*Date*

*Budget Code (completed by DE Director)*

***All items on the Online Course Checklist have been successfully fulfilled or surpassed for the above course.***

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*Distance Education Director*

*Date*