

## **SJR State College**

# **Distance Learning Quality Training & Course Development Project**

### **Overview**

1. In April 2020, US higher education institutions received grant monies through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Secretary of Education stated in her April 21, 2020, letter to college presidents that the money “can be used to expand remote learning programs, build IT capacity, and train faculty and staff to operate in a remote learning environment so that at any moment institutions can pivot quickly.” This money is non-recurring and must be spent no later than April 2021.
2. In response to the sudden increase in the number of SJR State faculty teaching online due to COVID-19 and to ensure all faculty are prepared to deliver instruction utilizing the best practices for online course delivery, St. Johns River State College proposes to fund through the CARES Act the Distance Learning Quality Training and Course Development Project during Fall 2020 and Spring 2021.
3. The College’s Distance Learning Quality Training and Course Development Project will have two benchmarks: 1) Faculty member completes Applying the Quality Matters Rubric (APPQMR) training, and 2) Faculty’s developed/redesigned course is evaluated by review committee to have met Level 1 Online Quality Standards. To include both benchmarks, it is anticipated that completing the Distance Learning Quality Training and Course Development/Redesign Project will take Faculty between two (2) and nine (9) months.

### **Distance Learning Quality Training**

4. Faculty will complete APPQMR training in August 2020. APPQMR is Quality Matter’s (QM's) flagship workshop on the Rubric and its use in reviewing the design of online and blended courses. It is intended for a broad audience, including but not limited to faculty, instructional designers, administrators, and adjunct instructors, and it is particularly helpful to those new to the adoption of a Quality assurance process for online and hybrid learning. In addition to learning about utilizing the Rubric to measure Quality and the course review process, participants will learn to apply the concept of alignment and draft helpful recommendations for course improvement.
5. All full-time faculty will be scheduled to complete APPQMR training via Zoom in lieu of Faculty Convocation Day during Faculty Orientation Week, August 17-21, 2020. Completion of the APPQMR training during Faculty Orientation Week is an expectation of all full-time faculty; leave must be taken by Faculty who do not attend all or part of the training day during Orientation Week and training must be completed at a later date during the fall term. Faculty who previously completed APPQMR are exempt from repeating the training and can move directly into the proposal and course development/redesign process.

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#### Course Development/Redesign

6. At the conclusion of APPQMR training, Faculty may pursue developing/redesigning a course for evaluation of Level 1 Online Quality Standards by completing a proposal indicating the course they will be developing/redesigning, the estimated number of students they will teach in that course in the subsequent twelve (12) months, and their anticipated timeframe for completing their course design work. Priority will be given to each Faculty's highest enrollment courses over their lower enrollment courses. Faculty must submit a separate proposal for each course, and only one proposal may be accepted per semester.
7. Upon application, Faculty will be assigned an SJR State Instructional Design Technologist who will be their guide throughout the remainder of the process. Their Distance Learning guide and their Dean/Director will work with the Faculty to confirm their proposed course selection and timeline.
8. Over the next few months, the Faculty will work independently but with the assistance of their assigned Distance Learning guide and their Dean/Director to develop/redesign their course to meet Level 1 Quality Standards. Upon conclusion of the course development/redesign, the Faculty will submit their course for review.

#### Course Review

9. Using the SJR State Online Course Evaluation Checklist, a review panel will evaluate each submitted course for compliance with Level 1 Quality Standards. During Fall 2020 and Spring 2021, the review panel will consist of a minimum of three people, one of whom is the faculty member who developed/redesigned the course, and the remaining members of the review panel will be selected from the following list: the Director of eLearning; one or more Instructional Design Technologists; Faculty peer reviewers; and/or the Dean/Director of the department/program.
10. All members of the review panel shall have successfully completed APPQMR or comparable training prior to serving on the review panel. In addition to completing APPQMR training, Faculty peer reviewers must have at least one course of their own with Level 1 Quality status.

#### Stipend

11. The Faculty training and course development stipend will be paid to Faculty only after successful completion of both training and course development benchmarks.
12. Faculty who successfully complete APPQMR training and whose course is submitted for review by March 22, 2021, and is subsequently determined by the review panel to meet Level 1 Quality Standards shall receive a one-time \$500 stipend for their first developed/redesigned course; Faculty who during this same time develop/redesign a second course will receive a one-time

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\$250 stipend; and Faculty who serve on one or more Level 1 Committee Course Review Team(s) of a peer Faculty member's course will receive \$100 per course review.

13. Due to the need to ensure quality in online learning during the COVID pandemic, this non-recurring CARES Act funding is only available as a Level 1 Distance Learning Quality Training and Course Development Stipend; therefore, Faculty must meet all course development standards and submit their course for review by March 22, 2021.
14. Level 1 Distance Learning Quality Training and Course Development Stipends will not be available after the conclusion of the Spring 2021 term.

**Management Rights / Collective Bargaining Rights**

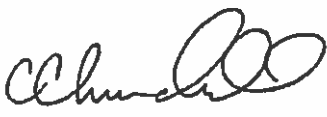
15. The Parties agree that nothing in this agreement shall be construed as a waiver by the College of management rights or a waiver by UFF over the right to bargain Wages.



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St. Johns River State College BOT

8/17/20  
Date



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United Faculty of Florida

August 11, 2020  
Date