## NAU Online Course Development Agreement

**As a significant investment is involved in the development of a high-quality fully online course, NAU Online prioritizes the development of courses that have high enrollment potential, are taught frequently, are team taught with a coordinated curriculum, make use of established design and pedagogical best practices, and are part of a program of study that leads to a fully online degree.**

A separate signed agreement must be submitted for each course you develop. Return the completed document to your Instructional Designer at the NAU E-Learning Center to be filed with NAU Online. Retain a copy for your records.

1. **Goals**: The goals of NAU’s web course development programs are to
* Use information technology to transform teaching and learning.
* Better prepare NAU graduates to participate in the workplace of the future.
* Standardize delivery of web courses using a consistent approach in the course management system.

**B. Purpose**: The purpose of this agreement is to

* Clarify the roles and responsibilities of the Course Developer and Northern Arizona University's offices, including NAU Online and Innovative Educational Initiatives and the E‑Learning Center.
* Articulate expected outcomes of this joint development effort.
* Set expectations for development schedules, quality assurance, intellectual property issues, and outcomes assessment.

**C. Overview**: Web course development at NAU is a team effort involving a Course Developer, the E‑Learning Center, and other university units and resources. The Course Developer agrees to use the services of the E‑Learning Center, including training and consultation, and to follow the agreed upon development timeline and [Course Development Process](https://in.nau.edu/wp-content/uploads/sites/4/2018/10/ELC-Online_Course_Dev_Process.pdf). NAU agrees to make additional resources available to the Course Developer, including Information Technology Services (ITS), The Cline Library, The Registrar, The Bursar's Office, The Office of Curriculum, Learning Design, & Academic Assessment (OCLDAA), and the Teaching & Learning Center (TLC). The Course Developer, as the Subject Matter Expert (SME), agrees to bear the primary responsibility for providing course content and assessment materials.

**D. Course Development:** The Course Developer is the content provider and subject matter expert (or is responsible for coordinating the subject matter experts) and agrees to be responsible for developing the content for the course.

An Instructional Designer (ID) will be assigned from NAU Online, and the ID will provide any training, technical guidance, and consultation that is needed to complete development of the course.

Two approaches are offered.

Option 1 - The Course Developer will provide all content through a Course Design Document, and the Instructional Designer will import the content into the Learning Management System following all E-Learning Center standards and best practices and assuring that the course passes a Course Review.

Option 2 - The Course Developer will work with the Instructional Designer but will enter the course content directly into the Learning Management System using a Course Template and following all recommended standards and best practices. If Option 2 is selected, the Course Developer agrees to attend any training that is recommended and agrees to participate in a Course Review process in which modifications may be recommended to align course design with accepted standards and best practices so that the student experience remains consistent across all courses within the online program.

The E-Learning Center offers additional graphic design, media design, and web design services that the Course Developer may choose to employ during the development of the course.

If the Course Developer enlists the assistance of third parties, the third parties must agree to work with the E-Learning Center and adhere to E-Learning Center’s standards, processes, and schedules. Any compensation of third parties is the responsibility of the Course Developer or Course Developer’s department.

**E. Course Maintenance:** The Course Developer agrees to preserve the fundamental structure of the course and to adhere to the recommended standards and best practices when making any subsequent changes to the course.

The Course Developer agrees to maintain the course each semester that it is taught by updating due dates, checking accuracy and relevance of links, and adding or revising information to keep the course current with developments in the academic field.

The Course Developer is responsible for employing techniques and processes that foster academic honesty and help discourage students from cheating. It is recommended that the Course Developer obtain assistance in this effort from the E-Learning Center and the Teaching & Learning Center.

**F. Learning Management System (LMS) and Training**: The Course Developer agrees to use NAU's Learning Management System (currently Blackboard Learn) to deliver the course. NAU will provide training on the use of the LMS, and the Course Developer agrees to complete any training recommended by NAU Online and the E-Learning Center.

**G. Assessment:** The Course Developer agrees to include the following elements in the course:

* Specific learning objectives in each course module.
* Activities and assignments based on sound instructional design to help students meet the learning objectives.
* An assessment questionnaire or other assessment instruments that students are required to complete to help the Course Developer determine whether the desired learning outcomes were achieved. The Course Developer agrees to work with the OCLDAA to develop the questionnaire.

**H. Standards and Reviews**: The Course Developer agrees to adhere to all quality standards set by NAU or regulating authorities such as the state or federal government. Examples include, but are not limited to, copyright law and Section 508 of the Federal Americans with Disabilities Act.

Prior to the course going live, the Course Developer agrees to a review of the completed course using the Course Quality Checklist. The E‑Learning Center’s staff will review the completed course and will generate a report of recommended enhancements.

**I. Intellectual Property Rights:** Under U.S. Copyright Law, Arizona Board of Regents (Board) IP Policy and NAU IP Policy, ownership rights to works developed in the course and scope of NAU employment vests in the Board. However, in some cases, NAU can consider requests to transfer such rights to the author(s) of the works, subject to the retention by the university of a paid-up, royalty-free, perpetual, non-exclusive right to use the work for the education, research and public service missions of the university. Please refer to [NAU IP Policy](https://nau.edu/nau-research/tech-transfer/for-inventors/intellectual-property/intellectual-property-policy/) for more information on the circumstances under which the university can transfer, and the procedures for requesting, such rights.

Because ownership rights to works developed hereunder vest in the university, the Course Developer's academic unit may assign instructors other than the Course Developer to teach the course and may use the course as originally developed or with modifications. Alternatively, the academic unit may choose not to use the course.

**J. Schedule and Deadlines**: The Course Developer agrees to finish developing the entire course and begin the Course Quality Checklist review no later than one month before the class begins.

**1. Basic Information about the Course**

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix and Number (example, ENG 100): \_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format: The course will be built for the following term: 3-week (Winter), 8-week, 10-week (Summer), 12-week (Summer), 16-week (full semester), Dynamic Dating (PL/Competency-based)

Number of units (typically 1-3): \_\_\_\_\_

**2. Development Scope**

Development Timeline: The course will be developed (Semester/Year): \_\_\_\_\_\_\_\_\_\_\_

Delivery Timeline: The course will be delivered (Semester/Year): \_\_\_\_\_\_\_\_\_\_\_\_\_

The course designer/subject matter expert will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The course instructor will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if known)

Content Source: (homegrown or publisher content): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Development/Design Agreements (check boxes to agree to terms)**

**☐ Design Standards:** I agree to design the course in compliance with NAU design standards outlined in the E-Learning Quality Checklist.

**☐ Engagement**: For student aid eligibility, online courses must meet federal standards that require they include *regular and substantive* engagement. I agree to design the online course in ways that meet those standards.

**☐ Course Template**: I will make use of the NAU Online Bb Learn Course Template and recommended LMS tools, and will use the standard Bb Learn tool names and recommended organizational structure in my course design.

**☐ OER**: I agree to consider the use of Open Educational Resources (OER) content after a meeting with E-Learning and/or Cline Library to review potential OER offerings in my subject area.

**☐ LMS**: I agree that the course will be developed and delivered in the standard NAU Learning Management System (Blackboard Learn), including the use of 3rd party publisher materials hosted externally.

**☐ Training**: I agree to attend recommended training, topics including effective online pedagogy, NAU specific best practices, use of Bb Learn Tools, etc.

**☐ Unsupported Tools**: I agree that I will not make use of unsupported tools in the teaching of this course. The list of supported tools is on e-Learning’s website under [Faculty Tools](https://in.nau.edu/elearning/faculty-tools/).

**☐ Accessibility**: I agree that the course will be designed to accommodate users with disabilities in adherence with NAU and federal accessibility standards, and that I will use the ALLY tool and take advantage of NAU’s [Disability Resources](http://nau.edu/dr) office as needed.

**☐ Syllabus**: I agree to use the current NAU Syllabus template, and that the syllabus will include information about all course fees, required synchronous meeting times (if any), and current information about the course.

**☐ Intellectual Property**: I agree to the IP terms indicated above in Section I.

**☐ Copyright**: I agree that the content used in this course is either my own work, is properly licensed for use by NAU, or is available under Open Content or Fair Use guidelines.

Designer/Subject Matter Expert Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designer/Subject Matter Expert Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**4. Teaching Agreements**

**☐ Due Dates**: I agree to update all assignments and test due dates for the current semester/term in the course by the first day of classes for that semester/term.

**☐ Table of Assignments**: I agree to build a table that lists all required assignments, point values expressed as percentages, and due dates in the Getting Started/About this Course module.

**☐ Grading**: I agree to grade assignments promptly, and to provide meaningful feedback. I agree to make use of grading rubrics where appropriate.

**☐ Response Time**: I agree to respond to student questions in a regular and timely manner, but at least three times a week in a typical 8- or 16-week semester-based online course.

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**5. Commitment of Chair/Program**

The chair/director of the department/program agrees that the development of this course for online delivery is a high priority, and that the course will be offered on a regular and ongoing basis in that format.

This course is part of a program of study that is necessary for the completion of a fully online degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated number of students enrolled in this course per semester: \_\_\_\_\_\_\_

For multi-section courses, I agree that the course will be team taught from a collaborative, coordinated curriculum. Yes / No

Is this a change of modality and, if so, what is the purpose of this change? Yes / No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a departmental commitment to maintain and update the course, including the upkeep of content to ensure relevancy and currency? Yes / No

Periodic QA review? Yes / No

Use and upkeep of a master course copy for creation of future shells? Yes / No

Chair/Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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