DEVELOPING ONLINE GRADUATE PROGRAMS AND COURSES
A GUIDE FOR DEANS, DEPARTMENT HEADS, AND FACULTY

Why should we develop online at Mines?

BENEFITS FOR STUDENTS AND ALUMNI
- Provides more degree options (e.g., expands 4+1 to allow completion of 4+1 online)
- Simplifies decision between pursuing a graduate degree or entering the workforce
- Develops industry desired online learning skills in residential students
- Provides opportunities for alumni and others in the field to retool, enhance, and advance their disciplinary skill sets

MODERN LEARNING APPROACHES
Significant studies have shown that well-designed online courses prepare students as well as, or better, than face-to-face (residential) courses. Rigor and content in online courses are no different than traditional courses. Online courses also offer scheduling flexibility and remove geographic barriers for non-traditional students.

What is the financial model for online?
- Programs retain $250 per student credit hour for each fully online student.
- Departments receive full FTE load for students enrolled in the online course (same as residential).
- Teaching a course, regardless of modality, counts as teaching a course for faculty load.
- Academic Affairs will pay for instructional support (adjunct level) for the first two years the course is offered to allow time to build up the enrollment numbers.
- Departments are encouraged to “buy out” one course load for faculty during the semester when they are building a new course (online or residential): Innovation Funds may be available to help support online development.
- Full-time faculty who successfully complete the Engineering and Facilitating Online Learning (EFOL) course may be eligible for $2,500 paid to their PD fund (limited funds each semester).

NATIONAL TRENDS

Digital Learning Compass: Distance Education Enrollment Report 2017
What is campus support available?

TREFNY CENTER
- Trains faculty (required by HLC) through the EFOL course.
- Works collaboratively with faculty to design, build, teach, and assess courses.
- Provides assistance in developing online resources (e.g., videos, graphics, e-text) and provides closed captioning.
-Coordinates the review of all online courses with the Mines Online Standards Committee.

LIBRARY, I&T, AND PROCUREMENT
- The library provides a repository and access to collections of online learning materials and resources (including OER).
- I&T and Procurement supports the evaluation, implementation, and technical support for required and supplemental software.

How will campus support online?

What are the steps for approval and development?

- Approval Process for Programs and Courses (2-4 Months)
- Faculty Training for Online Teaching (5 Weeks)
- Design and Development of the Online Course (12+ Weeks)
- Review and Revision Using Design Standards (2 Weeks)
- Teaching the Course with Coaching (Term Offered)
- Continuous Improvement of the Online Course (Ongoing)

- Programs approved by Undergrad/Grad Councils, Faculty Senate, and Board of Trustees
- Courses approved/reviewed by Department, Undergrad/Grad Councils, and Executive Committee
- Faculty complete the Guide to Online Learning and the Engineering and Facilitating Online Learning courses
- Training covers Canvas, the Engineering Learning Framework, and facilitating an online course
- Faculty work collaboratively with the Trefny Center in the design and build of the online course
- Design and development is supported and coordinated by the Online Learning Experience Designer
- Course is reviewed and approved by Mines Online Standards Committee and Trefny Center
- Review focuses on course content, outcomes, assessments, interactions, and accessibility
- Faculty are coached across the course delivery by the Online Learning Experience Designer
- Coaching is done through online observations, mid-course survey, and weekly meetings
- Data is gathered, analyzed, and used to inform revisions and any future modifications
- Feedback is reviewed from instructor/course evaluation, mid course survey, and observations

Student Website: online.mines.edu | Mines Online Faculty Site: trefnycenter.mines.edu/online | Course and Programs: online.mines.edu/status

References
- 2018 Top Trends in Online Learning in Higher Education. Best Colleges. 2018
- 2017 Distance Education Report. California Community Colleges Chancellor’s Office. 2017
- New Study: Over Six Million Students Now Enrolled In Distance Education. Distance education enrollment growth continues, even as overall higher education enrollments decline. Online Learning Consortium. May 02, 2017

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