

Dear Colleagues,

As you know we have established a new schedule for winter sessions. There will be four sessions of different lengths. Students will be allowed to take only 2 courses (8 credit hours) and faculty may teach only two courses throughout all four sessions.

Winter Term A: December 7 to January 15 (with holiday break) – 4 weeks

Winter Term B: December 7 to February 12 (with holiday break) – 8 weeks

Winter Term C: January 4 to February 12 – 6 weeks

Winter Term D: January 19 to February 12 – 4 weeks

Courses to be offered in winter sessions must have approval as online asynchronous or hybrid-synchronous-remote (HSR) courses through the processes described below. (I apologize for the awkwardness of HSR; what I am describing is not consistent with the definition of any of these three types and I didn't want to make up another jargony term.)

Online asynchronous courses are courses in which all work is performed online with no scheduled activities with set times or required zoom sessions.

These courses are particularly suited for terms when no students are on campus and may be located in different time zones throughout the world. In addition, the course review process assures universal design for course accessibility and assists faculty in meeting the quality matters criteria that is the basis of the technical evaluation.

Hybrid-synchronous-remote classes are courses that are a mix of online activity and zoom interactions at a specific time. By our definition of hybrid courses, these classes are 30-80% online work with the balance being “in-person” meaning, in this case, via zoom. (See the links to more detail listed below.)

Courses that are primarily presenting lecture material via zoom may not be offered during winter sessions.

Both online asynchronous or HSR courses offered this winter must be approved through the Academic Technology process described below. Stipends for course development will be offered.

Courses that have been previously developed for one term schedule and that will be offered in a different schedule (i.e. semester to 6 weeks) will need to be adjusted but do not need to go through the MOU process. Academic Technology staff is available to help with technical issues or general design guidance.

If you intend to develop a hybrid or online course, or revise a course that has not previously gone through the ITS technical review process, **you must submit the MOU to do so by Monday, October 5.** ITS is retaining the consultant instructional designer we engaged last summer to work with faculty and we need to know how many people are utilizing this process to accurately plan for workload for Academic Technology Staff. Also indicate which term you are planning to teach, since the structure of the course depends on whether it is a 4- 6- or 8-week course.

In order for ITS to process courses and complete the technical review so they may be launched, the deadlines for courses to be completed are:

Winter A and Winter B – November 28

Winter C – December 11

Winter D – Monday January 4

The deadline for submitting MOUs for spring semester is October 29. Those courses must be developed by February 1 in order to allow time for the technical review and any final changes to be completed.

For information about online and hybrid course development created by Academic Affairs and Academic Technology, here is the link to the [Hybrid and Online Course Policy information](#) on the Academic Affairs website.

The [Memo of Understanding \(MOU\)](#) would be signed by you, your department chair, the School Dean, CIO Mary Parlett-Sweeney, and the Provost. This is to make sure everyone is aware that you are doing course development and that you will work with Academic Technology to make sure that the course meets (as best it can) universal design, technical quality requirements, etc. You can also complete the [Stipend Request form](#) -- for an online course there is a development stipend of \$2000 payable in two parts, one after Academic Technology completes the quality review and one after the course has run. For a hybrid course, the stipend is \$1000 payable in the same two installments as described for online.

You will work with the Academic Technology team on the design and development of the course. The next steps would be to schedule an initial meeting with Mary Parlett-Sweeney or a Curriculum/Instructional Designer to discuss the course and get more information about what you are thinking of doing. Together, you will review the process, and talk about the timeline and the required deliverables of the development process. You are the content expert, but the designer will be able to help you focus on the student's learning experience so that the online or hybrid course is truly a Siena course.

The process to design and develop a fully online course will generally take a faculty member probably 120+ hours over a 6 month (or longer) period; a hybrid course will take less but

probably still close to 60 hours. We have set these deadlines to allow as much development time as possible while still allowing time for ITS to review and prepare the course to be launched.

Please understand that this process allows Siena to make sure that we are considering issues such as Universal Design (accommodating learner needs), alignment of assessments to learning goals, student-centered navigation, etc. when online courses are designed. Academic Technology is responsible for doing a technical and quality review of the course before it goes live. The rush to develop variations on virtual classes last summer was less than ideal. Faculty worked incredibly hard over the summer to be prepared in what was for many an unfamiliar form of instruction and I'm proud of how successful our instruction has been so far this fall. However, I also know many have said that their experience thus far leads them to think of things they can improve upon. This instructional design process will be of tremendous value in helping you solve some of those issues you have encountered.

Instructions for submitting winter courses for the registration schedule will be sent out shortly by Laurie Fay. For this year we will list courses that have not yet completed the development process so students can register when they do spring registration. However, we will cancel classes that are not sufficiently well developed a week before the start of the term in which they are offered.