**BLUEPRINTING PROCESS AGREEMENT**

Insert current date

This Blueprinting Process Agreement between the Insert name of college and school/department. and the Center for Online Learning and Teaching Technology (*COLTT*) outlines the collaboration on the design and development of the Insert name of program online.

1. **Statement of General Principles**

This agreement outlines the process, roles and responsibilities on designing and delivering in an online format the Insert name of program. This agreement also covers services that will be provided to support offering online courses to students. COLTT and the Insert name of college and school/department. share the following goals for this program:

1. Quality: The Insert program is committed to maintain the highest standards of quality as determined by the Quality Matters™ (*QM*) rubric and COLTT Blueprinting Process.
2. Accessibility: The course(*s*) will be designed, produced, and tested to ensure accessibility to students with disabilities as covered by UTRGV and Federal Standards.
3. FERPA: The Insert program is committed to maintain confidentiality of student records as per FERPA and UTRGV regulations.
4. Offering: The Insert program is committed to offer courses in the program on an ongoing basis.

This document is not a contract and is intended only to outline the scope of work and to identify the areas of collaboration between the Insert name of college and school/department. and COLTT.

1. **Responsibilities**
   1. COLTT will provide the following services in support of Insert program design and development:
   2. The COLTT Director will serve as the liaison with the academic unit on financial issues and will authorize the faculty stipends
   3. A Lead Instructional Designer will support the development of the Insert program, and will perform the following tasks:
      1. Serve as the liaison between COLTT and the academic unit for communicating and managing requests for online learning support products and services.
      2. Coordinate the scope and schedule for the development phase of the online learning program and course to ensure timely completion.
      3. Facilitate copyright clearance through university affiliated [copyright management services.](http://pending)
      4. Assist faculty with the integration and use of selected technology tools and coordinate the production of digital materials through the COLTT [Instructional Technology Team](http://www.utrgv.edu/online).
      5. Develop and implement online learning technology training for instructors.
      6. Recommend proctored testing services through the COLTT Testing Center.
      7. Maintain a “course repository” for project documents, online course templates, relevant public domain tools, and materials.
      8. Identify course design tools to assist faculty who are assigned course development responsibilities including but not limited to: effective learning strategies related to instructional design, current assessment tools, and instructor/student interaction techniques.
   4. COLTT Help Desk Support Specialists will:
      1. Orient the students from Insert Program to any requirements related to course navigation.
      2. Provide technical support to students.
      3. Provide and support on Learning Management System (*Blackboard™*).
      4. Provide and support various online learning technologies.
      5. Refer online learning student inquiries to the appropriate academic department as appropriate.
   5. COLTT Research and Innovation staff will:
2. Work with faculty from Insert Program on research activities related to this program, included but not limited to student satisfaction, engagement, and student success.
   1. The Insert name of college and school/department. will work with COLTT in the support of program development efforts described herein as follows:
3. Provide the school/departmental infrastructure (*including administrative and student support services*) necessary to allow access and advising for such online program.
4. Develop, maintain, implement, and obtain administrative approval for a course-offering schedule that results in the course being offered at least once a year.
5. Comply with Academic Affairs and UTRGV procedures for creating and coding courses in the databases of the Office of the Registrar.
6. Require faculty to complete the Blueprinting process prior to delivery of the online course being developed as part of this program. This training is an asynchronous online offering in Blackboard™ and is available at no cost to the college.
7. Require mentors and teaching assistants who serve as online course facilitators to complete Blackboard Training prior to delivery of the online course. This training is an asynchronous online offering in Blackboard™ and is available at no cost to the college.
8. With the support of COLTT staff, accomplish the following:
9. Develop course overviews and introductions that outline the purpose and structure of each course.
10. Create course module level objectives that are measurable and written from the students’ perspective.
11. Develop instructional materials that contribute to the achievement of course and module objectives.
12. Build assessments that are consistent with objectives, activities, and resources. Schedule proctored tests in advance and provide exam materials in a timely manner. Detailed policies and procedures concerning proctored testing are available online at <http://colttapp.utrgv.edu/examProctor>.
13. Provide learning activities that align with objectives and provide opportunities for interaction that support active learning.
14. Use technology tools and media that support the course learning objectives.
15. Allow instructions or links to technical support, accessibility policies and services, and academic/student support services.
16. Ensure that course design and development is completed within the time frame provided in the program development schedule.
17. Conform to the standards in the Quality Matters™ Rubric and Blueprinting Process.
18. **Financial Arrangements**

This Blueprinting Process Agreement will be funded by COLTT with funds designated for online course development:

* 1. A $5,000 stipend for faculty will be processed after successfully completing the design and second review (QM Internal Review) of the first 3-SCH course. Processing the stipend requires the approvals of the Dean of the Insert name of college and the Director of COLTT.
  2. If a faculty have a second+ course to design and develop, a $1,500 stipend will be processed after completing the design and second review (QM Internal Review). Processing the stipend requires the approvals of the Dean of the Insert name of college and the Director of COLTT.
  3. Compensation for the development of online courses is based upon university payment guidelines.

1. **Timeline**

Below is a timeline for course development, course review, course delivery and QM Certification:

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| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Faculty** | **Course Development** | **Internal Review** | **Delivery** | **Delivery** | **QM Review** |
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1. **Certification**

This Agreement is signed and executed as of the date indicated.

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| Program Director/Coordinator name Insert program name |  | Insert name of dept. chair Department Chair Insert dept. name |  |
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|  | Date |  | Date |
| Insert dean's name Dean  Insert college name |  | Francisco Garcia, Director Center for Online Learning and Teaching Technology |  |
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