

Introduction & Table of Contents

Welcome to the UOnline Autumn 2012 course planning cycle. The following guidelines and forms for online courses should assist you in course identification, planning, budgeting, and employee compensation. All of the information included in this document can be found at umt.edu/xls/facstaff/callforcourses/online.

If you have questions, please contact Jeff Wimett at x4470 or jeffrey.wimett@umontana.edu.

[UOnline Information](#)

Scheduling Your Courses

- [Course Scheduling Guidelines](#)
- [Using Maven](#)

Salary & Budget Information

- [Hiring & Salary Information](#)
- [Budget Summary Form \(Missoula, main campus\)](#)
- [Budget Summary Form \(College of Technology\)](#)

[Important Dates & Deadlines](#)

[Checklist](#)

UMOnline Information

UMOnline enables faculty to create and teach fully online courses and to enhance face-to-face courses with online supplements. Online courses are offered using a Learning Management System which facilitates faculty and student interaction and learning through a variety of online teaching and learning tools.

SELL provides training and support for faculty who wish to teach an online course. To learn more, visit the Instructional Design & Development page: umonline.umt.edu/idd.

Request a Supplement

An online supplement provides classroom faculty with an online environment to post syllabi and other course materials. In addition, all the online tools, such as a digital grade book, discussion board and assessment instruments are available.

Any UM instructor may add an online course supplement to enhance the delivery of face-to-face courses. To request a supplement, visit umonline.umt.edu/facstaff/m_supplement.aspx.

Tech Support for Online Courses

Technical support is available for faculty, students, and staff. Contact information for the UMOonline Tech Support Desk and IT Central can be found here: umonline.umt.edu/tech/support.aspx.

Course Scheduling Guidelines

Online vs. Face-to-Face

A course that includes any face-to-face meetings cannot be considered an online course. Only courses that meet 100% online and primarily asynchronously can be scheduled as online courses.

Bookend Dates

An online course must be delivered within the bookend dates of the semester. The dates below are inclusive of finals week.

- Autumn 2012: August 27 – December 14
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Consent of Instructor

Use Consent of Instructor (C/I) only when absolutely necessary. To prevent unauthorized registrations, please list restrictions and prerequisites on the Section Addition Form in Maven.

Cross-listed Courses

All cross-listed courses must be approved by the chair of the cross-listed department(s) prior to scheduling in Maven. To obtain a list of approved cross-listings, please consult the 2011-2012 General Catalog or contact the Registrar's Office.

Enrollments and Course Cancellation Policies

Deans and department chairs should ensure that courses are adequately enrolled to attain unit enrollment goals. Decisions to conduct or cancel under-enrolled courses must be approved by the department chair and dean. If a department/school decides to cancel a course, please contact Jeff Wimett, x4470, jeffrey.wimett@umontana.edu.

Section Numbers

All online courses should be section 50-59.

Using Maven

All fully online sections will be scheduled using Maven, an online course scheduling tool. If you need training or support of this tool, please see the overview below or contact Jeff Wimett, x4470, jeffrey.wimett@umontana.edu.

Accessing Maven

To access Maven, go to <https://mcewww.cec.umt.edu/Maven/>.

If you do not have an account or have forgotten your username and password, please email jeffrey.wimett@umontana.edu.

For new accounts: Please provide a list of rubrics you need when requesting an account. ANTH is an example of a rubric.

Maven Screens

Rollover Courses: This screen is equivalent to the Banner Rollover Report. It shows the online courses offered last year. Rollover or remove sections from this screen. The Courses Not Rolled Over screen shows sections that were removed from the Rollover Courses screen.

List/Add Course Sections: This screen allows you to add new sections and view or edit existing ones. Before adding or editing, ensure you are in the correct term.

Pending, Approved, Rejected Courses: These screens allow you to see a list of all sections that are pending approval, have been approved, or have been rejected. If you have questions about a section's status, please contact Jeff Wimett, x4470, jeffrey.wimett@umontana.edu.

Departmental Report: This report allows you to see all sections scheduled. Once registration opens, you will be able to quickly see the number of registration, student credit hours, and FTE.

Development Proposal: This form is used to begin the process of developing an online course. If faculty are interested in developing an online course, you may complete and submit this form for them, or they may email Robert Squires, robert.squires@umontana.edu.

Hiring & Salary Information

Hiring an Instructor

It is the responsibility of the academic department/unit to hire an instructor and ensure completion of all hiring paperwork. This includes administering and paying for the background investigation and acquiring transcripts and curriculum vitae or résumés. Necessary forms are available here:

<http://www.umt.edu/hrs/hiring%20guide/default.aspx>.

It is also the department's responsibility to complete the Instructional Position Description (IPD) and Request for Personnel Transaction form (RPT). If an instructor lives out-of-state, please indicate that on the hiring forms.

For current faculty working at 1.0 FTE, please complete an Extra Compensation Form. The formula for determining Extra Compensation is provided below.

Instructional Salary Formulas

The salary formula used for online courses depends upon whether or not the instructor is teaching within or above load (1.0 FTE).

Less than 1.0 FTE: **(Academic Year base salary / 2) x online load FTE**

For Mountain campus, each 3-credit course is 0.2 FTE.

FOR COT campus, each 3-credit course is 0.15 FTE.

Above 1.0 FTE: **(Academic Year base salary / 9) x load factor**

Load factors:

1 credit hour =	0.1875
2 credit hours =	0.375
3 credit hours =	0.5625
4 credit hours =	0.750
5 credit hours =	0.9375

Notes:

- Academic Year base salary is as of August 1 and January 1. These dates will be used as the basis for Fall and Autumn compensation, respectively.
- Load FTE is not the same as payroll FTE.
- There is a minimum pay threshold of \$1,000/credit.
- There is a maximum pay threshold of \$2,000/credit.

Budget Summary Form

Use the [Department Budget Summary Form](#) to communicate salary information to UOnline. The form will calculate salaries automatically based on the information you provide. Instructions are included in the form. If you have questions, please contact Jeff Wimett, x4470, jeffrey.wimett@umontana.edu.

Important Dates & Deadlines

- 1/17 Deans/departments receive the Call for Online Courses to plan Autumn 2012 online courses. Call for Courses information is available online at <http://umt.edu/xls/facstaff/callforcourses/online>.
- 2/10 Departments submit course schedules to Maven and Budget Summary Forms to the deans' offices for approval.
- 2/11 The deans' office should submit Budget Summary Forms to SELL.
- 4/9 Registration for Autumn Semester 2012 begins.
- 7/6 Employee contracts for teaching online courses are due to SELL for signature authority and further processing.

Checklist

Did you remember to...

- _____ Consider general education or major requirements and enrollment trends?
- _____ Rollover and/or Remove sections on the Rollover screen in Maven?
- _____ Add any new sections on the List/Add screen in Maven?
- _____ Ensure that courses reflect changes from Common Course Numbering and the new General Education groups?
- Common Course Numbering: umt.edu/newnumber
 - General Education: <http://www.umt.edu/registrar/students/generaledreq.aspx>
- _____ Complete the Department Budget Summary Form?
- _____ Submit all information by the appropriate deadlines?