

Interview Questions for Online Course & Program Delivery-Faculty & Organizational Structures

Course caps

- How do you determine course caps for online courses?
- Who determines them?
- Do they differ from face-to-face delivery? For example, if Math120 has a face-to-face course cap of 30, does it have the same course cap when delivered online?
- Is there a difference in course caps with between your undergraduate and graduate courses?

Course development

- How are courses determined to be delivered online? Who makes those decisions?

Faculty development requirements

- Are faculty required to receive any training prior to delivering creating or transferring a course to online or teaching a course online?
- If yes, what, how much training?
- Are they paid for their time in training?

Faculty compensation for course development

- Are faculty compensated for online course development?
- If yes, are they paid differently for a course conversion (a current face-to-face course that gets redeveloped to be delivered online) versus a entirely new course?
- How are they compensated?
- Are they paid through the colleges/depts. or through a distance learning unit.

Faculty compensation for course delivery

- When faculty deliver an online course, is it typically in-load, over-load, taught by adjuncts, "out of load" (above and beyond the current load paid by the department/college. An example is the Minnesota system that allows faculty to teach "on their own time" through their distance learning unit and paid by the same unit for their services.)
- How are faculty compensated and by whom (college or distance learning)? What are the circumstances that determine who pays for the course?

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- Are colleges given incentives for delivering courses through distance learning?
 - How are courses evaluated for quality in the online delivery? Who does the evaluation?
 - Are you a union institution?
 - Do you require your faculty to use a standard CMS?
 - Where does your online effort fit within your organization? (for example, distance learning?)

Interview Questions for Online Course

- Who provides the student services like admission, registration, advising, marketing, reports, etc?
- How is your online effort funded? Is it a separate budget line?