

March 30, 2012

3520 Central Parkway  
Cincinnati, Ohio 45223-2690

513-569-1500 tel  
www.cincinnati-state.edu

Good afternoon Faculty and colleagues,

As we continue to move towards semesters, it's important for faculty who are developing web-based courses for semesters to move forward with their work.

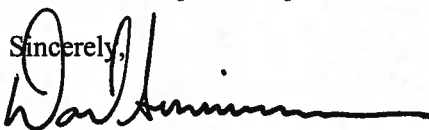
Representatives of the administration and the Cincinnati State AAUP have been meeting in FACT (Faculty/Administration Communication Team) to resolve issues related to compensation for development of semester web-based courses, and to reach an agreement on course development activities that will incorporate best practices from Quality Matters ([www.qmprogram.org](http://www.qmprogram.org)), a faculty-developed, research-based quality assurance process for online courses.

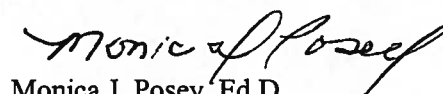
Although the discussion of compensation is still in process, we have agreed on the attached principles and guidelines. Elements of the guidelines include:

- All faculty who are developing web-based courses for semesters (including those who have previously developed web-based courses) are expected to attend the workshop *Preparing your online course for semesters; a Quality Matters approach*. Please follow this link [https://swebapps.cincinnati-state.edu/eforms/eform.aspx?form\\_id=707](https://swebapps.cincinnati-state.edu/eforms/eform.aspx?form_id=707) to sign up for one of the sessions scheduled for April. You'll receive email notification about the dates for additional sessions.
- Faculty who are developing web-based courses for semesters are strongly encouraged to work with support personnel from the Office of Distance Education and Instructional Support Technologies. These individuals are Dr. Jon McKamey, Instructional Designer; Paul D. DeNu, support personnel; Alice Finkelstein, support personnel; and Jean A. Wisuri, the Director of Distance Education.
- In an effort to apply Quality Matters best practices, web-based courses for semesters will be examined by internal reviewers, either before the courses are added to the schedule of available courses, or within the first year that the course is offered. The review will include subject matter experts, and faculty and staff members who have completed training in how to apply the Quality Matters rubric.

We encourage all faculty who plan to develop web-based courses for semesters to continue your work. Members of the faculty bargaining unit who have questions should get in touch with Contract Compliance Officer Geoff Woolf; questions about the Quality Matters workshop or the Quality Matter rubric should be directed to Jean Wisuri.

We appreciate your efforts during this busy time and we realize that semester transition demands a great deal of your time and effort. Thank you for your dedication to ensuring that our students have the best educational experience possible, both online and in the traditional classroom.

Sincerely,  
  
David Simmermon  
AAUP President

  
Monica J. Posey, Ed.D.  
Academic Vice President