

UC MERCED ONLINE COURSE DEVELOPMENT PROGRAM DEPARTMENTAL SUPPORT AGREEMENT

NOTE: The letter below must be signed by the Department Chair and submitted as part of the proposal. If the proposed course is part of an Interdepartmental or Interdisciplinary Program (IDP), the academic leader of that group can also submit a letter of agreement in addition to (not in place of) the Department Chair.

This letter confirms the department's support for the proposal submitted to the UC Merced Online Course Development Program (OCDP) by (faculty name) for (course name and id)

I am informed about the nature of the proposal.

1. I affirm that offering the targeted online or hybrid course would, in my judgment, benefit the department and campus.
2. I affirm that the department will cooperate with the PI and any collaborators to ensure that the proposed online or hybrid course is/are developed and offered.
3. I affirm either that the proposed course currently meets campus or department GE, pre-major, major, or gateway requirements or that I believe the proposed course is likely to meet such requirements and that the department will support efforts to obtain such approvals.
4. I understand that a formal Memorandum of Understanding (MOU), Intellectual Property (IP) and OCDP Budget agreements must be completed prior to the UCM Provost releasing funding to the PI and named collaborators should the proposal receive approval for such funding. Required parties to the agreement include the PI and all named collaborators, the department, and the dean. If the signed formal agreement cannot be fulfilled by the campus, it is likely the UCM Provost will request that a pro-rated portion of the funding provided through this program for the online or hybrid course development will be returned to the UCM Provost for re-investment elsewhere.
5. The agreement will specify the following additional elements:
 - a. The course will be offered during the academic year at least three times over a period of no more than three years. The course may be offered during the summer, but that offering does not count as one of the minimum required offerings.

Note that in meeting requirements about offering the course, the course developer(s) need not be the instructor(s) of record beyond the initial offering of the course so long as the individual(s) meet the Academic Senate requirements that they be "regularly appointed officers of instruction holding appropriate instructional titles" (Regulation 750). The department chair will be expected to agree to work with the course developer(s) to ensure that a qualified instructor who has requisite background in online instruction and discipline knowledge is assigned to teach the course.

Department Chair Signature:

Department Chair Name:

Division and Department:

Date Signed:



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