

Office of the Dean
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Procedures for the Approval of MOOCs

December 11, 2013

The Center for 21st Century Universities issues RFPs for MOOC proposals on behalf of Georgia Tech. Each IAC faculty member who is interested in submitting a MOOC proposal is expected to follow the guidelines indicated in the C21U RFP. The current RFP requires that: “The unit head ensures that the course will meet the quality standards of Georgia Tech.” The unit heads in the Ivan Allen College are the school chair and the dean of the college.

In order to assure that all MOOCs that receive the “assurance of excellence” from unit heads in the IAC, the procedures below must be followed:

1. An IAC faculty member interested in putting forward a proposal meets with her/his school chair for a preliminary agreement to proceed. In turn, the school chair seeks the agreement of the dean before informing the faculty member that proposal development can proceed. Suggested guidelines for determining the suitability of a MOOC proposal include the following, a determination that:
 - a. the faculty member making the request has a record of excellent performance in research, teaching, and service.
 - b. the MOOC addresses a "bottleneck" in the GT curriculum at which more seats would increase availability to students.
 - c. the MOOC showcases a “flagship” course (that builds the reputation of the school, the college, and the Institute) that will be led by our best teachers and feature the excellence of the school’s strengths and expertise—whether for the proposed purpose of: non-credit outreach to general audiences, income generation, piloting on-line courses that might have the potential to replace general education courses under specific conditions, or other proposed purposes.
 - d. a teaching leave can be supported by the school for the faculty member who is preparing the MOOC so that there can be appropriate workload relief from other duties to conduct the MOOC.

The imperative with these considerations is not to guarantee approval but to assure the faculty member who will be doing the work to develop a

MOOC that there is an intention to be supportive of the development process.

2. Proposals are submitted to the School Chair, who has each proposal reviewed by the School's Director of Undergraduate Studies and the Undergraduate Curriculum Committee as part of regular course and curriculum review processes. The reports from the Director and the Committee are submitted to the school chair, who adds her/his own assessment to the packet and submits the total packet to the Dean at least two weeks prior to the deadline for submitting the proposals that have been approved by unit heads to C21U.
3. The Dean will ask for a report from the appropriate Associate Dean(s) and make a determination of the value added to the specific School and to the College. The presumption is that each MOOC course would proceed through regular curricular review processes, including going to the Institute's Undergraduate Curriculum Committee for final approval at some specified point during the C21U review process.
4. The accountability for excellence in IAC MOOC offerings will be determined annually. Because of the nature and scope of these offerings, each MOOC course must be assessed by the College Office in collaboration with the School to assure its credibility and viability before the course can be offered again. The assumption is that once a particular MOOC has at least three rounds of success, then it can be incorporated into regular curricular review processes in the respective school.