

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 4.1.1**

<b>Title: New Course Development</b>	
<b>Originated by:</b> Vice President of Instructional Services	<b>Originated Date:</b> 8/2009
<b>President/Board of Directors Approval Date:</b> 10/26/2021	
<b>Revised by:</b> Vice President Student Success/CAO	<b>Revised Date:</b> 10/2021
<b>Reviewed on:</b> 7/2011;10/2020; 10/2021	

**Policy Statement:** New programs and/or courses are developed when a need is identified in one or more of the following ways: 1) requests from individuals, businesses, industries, academic divisions, or staff members; 2) surveys which indicate interest in participation or potential employment in the proposed programs; and 3) requests from transfer institutions to satisfy the college articulation commitment and/or continuing education commitment.

**Rationale:** Development of new curriculum takes time to properly research and develop to assure the relevance, rigor, and the highest level of integrity is encompassed.

**Procedure:**

1. Development of a new course means that the course doesn't currently exist in the college catalog or has not been taught by any current faculty member in the last five years.
2. Once a course development need has been identified, faculty will complete the *Stipend Agreement for MATC New Course Development* form and obtain the appropriate signatures.
3. Faculty will be reimbursed at a rate of \$300 per credit hour after completion of course development requirements as outlined in the *Stipend Agreement for MATC New Course Development* form.
4. After completion of course development, the faculty member will review course materials with the appropriate dean that all components required of the course are accurate. Both the faculty member and dean will sign the form and provide it to the CAO for final approval.
5. Upon CAO approval the faculty member will complete the curriculum approval process as outlined in Policy 3.2.7 Curriculum Committee.
6. This stipend payment is a one-time separate contract per course developed.



## Stipend Agreement for MATC New Course Development

When the following conditions have been met and approved by the Chief Academic Officer, Manhattan Area Technical College agrees to pay \_\_\_\_\_ (instructor) a course development stipend, in accordance with Policy 4.1.1 in the amount of \$\_\_\_\_\_ upon the completion of course development of \_\_\_\_\_ (prefix/course number) \_\_\_\_\_(course name) to be taught beginning \_\_\_\_\_ (semester).

\_\_\_\_\_  
(Instructor) (date)

\_\_\_\_\_  
(Dean) (date)

\_\_\_\_\_  
(CAO) (date)

### UPON COMPLETION:

- \_\_\_\_\_ All components of the entire course are complete and uploaded into Canvas.  
*(This includes, but is not limited to, weekly assignments, quizzes, gradebook, activities, and assessments)*
- \_\_\_\_\_ The course syllabus is created in correct format, uploaded to Canvas, and been submitted to Academics.
- \_\_\_\_\_ All materials meet the appropriate standard of quality (including correct spelling, grammar, etc.), and accreditation/state standards if applicable.
- \_\_\_\_\_ Course developer has presented and demonstrated the course to department and Dean/CAO.

### Verification requirements met:

\_\_\_\_\_  
(Instructor initials) / (Dean initials)

### Approval:

\_\_\_\_\_  
(CAO) (date)

FOR OFFICE USE ONLY		
Amount Paid \$ _____	Business Office _____	Date Paid _____