

CoPILOT Letter of Agreement (LOA)

Spring 2024

Purdue University Online – Course Production

Instructor Name:

Course Name:

LOA between:

- Instructor(s)
- CoPILOT Management Team, Purdue University Online
- College Administrative Lead, Purdue University Online
- Business Office, Purdue University Online
- Instructor's Department Head

Sample

Parties

- **Instructor:** Cohort participant designing their online course through the CoPILOT program.
- **CoPILOT Instructional Team:** Instructional Designers and Video Production Specialists from Purdue University Online who facilitate cohort meetings and assist instructors in their course design.
- **CoPILOT Management Team:** Instructional Designers and Managers from Purdue University Online who oversee the CoPILOT program.

Program Overview

CoPILOT is a cohort-based program, overseen and funded by Purdue University Online, focused on the creation and facilitation of high quality, online courses. As outlined in this agreement, instructors will collaborate with instructional designers, video production specialists, and instructor peers to:

- Create course and learning objectives
- Generate online course content
- Build a course facilitation plan
- Finalize their course

The included instructional design and video production services will be provided as part of the program and are generously funded by Dr. Dimitrios Peroulis, Senior Vice President for Purdue University Online and Learning Innovation.

CoPILOT Staff Responsibilities

The CoPILOT Management Team will appoint CoPILOT Instructional Team members to work with the instructor throughout the program. Staff responsibilities fall into two categories:

- Instructional Design Services
- Video Production Services

Instructional Design Services

Approximately 80 hours of instructional designer time will be spent facilitating instructor cohorts, and designing, developing, and preparing the course for initial release within the program term. Instructional designers will collaborate with instructors to:

- Choose and implement design strategies according to accepted instructional design principles
- Develop measurable course outcomes and module-level objectives
- Develop assessments and assessment rubrics/criteria and align them with course and module-level outcomes
- Select instructional technology necessary to deliver content and assessments

- Structure their course materials and build them within Purdue's learning management system, D2L Brightspace
- Develop or revise the course syllabus
- Complete a course quality review
- Design facilitation and improvement plans

Video Production Services

Approximately 65 hours per course of video producer time will be spent planning, shooting, and editing video content within the program term. Video producers will collaborate with instructors to:

- Write scripts, create shot lists, and storyboard content when applicable
- Record a maximum of 6 hours of footage, and produce 4.5 hours of final edited and closed-captioned video
- Facilitate green screen room sessions to:
 - capture and record video
 - manage specialized audio recording equipment to ensure higher quality capture
 - teleprompting services
- Produce and edit for basic green screen including background removal, audio cleanup, graphics, and content refinement
- Facilitate video review and faculty or subject matter expert approval process
- Share final videos in the University supported streaming media solution, Kaltura
- Facilitate the process to provide captions for final version of each video
- Create course intro and module overview videos including graphic packages to illustrate key themes and topics covered

Instructor Responsibilities

Instructors participating in this program agree to:

- Complete weekly modules in the CoPILOT Brightspace course before cohort sessions
- Participate in instructor peer community sessions and activities associated with course creation meetings, which are facilitated by the CoPILOT Instructional Team. Success of the meetings and course design process requires instructor participation; **absence from more than 3 sessions in the curriculum may result in termination of this agreement.**
 - For each absence, instructors agree to submit their weekly deliverable(s) and reschedule an individual meeting with their CoPILOT facilitators
- Develop and follow a design plan and assessment strategy in consultation with CoPILOT Instructional Team
- Work with the CoPILOT Instructional Team to refine learning outcomes and align course assessments and activities with learning outcomes for their course design
- Develop a course using video within the program scope of under 4.5 hours of finished video to encourage course alignment and student engagement

- Develop a completed course in the learning management system, D2L Brightspace
- Allow the course developed through the program to be used in the Purdue University Online showcase
- Allow all course content and syllabi to be shared with cohort participants and the instructional team.
- Provide feedback and constructive analysis to instructor peers within their CoPILOT cohort
- Give feedback to the CoPILOT Instructional and Management Teams including surveys and focus group interviews
- Allow students of the course to be surveyed on the course design

Sample

Milestone Funding

CoPILOT funds will be disbursed in accordance with completion of the following milestones. *The expectation is that all milestones are met within the 16-week cohort program resulting in a ready-to-teach course that meets Course Ready expectations.*

Funds will be transferred directly to a WBSE .06 departmental account set up in the instructor's name. Funds are to be used to support the CoPILOT instructor and/or the CoPILOT course. Please be sure the memorandum of agreement is signed (last page) by the department head stating that the funds will be unrestricted as long as they are being used to support the course and/or the work of the faculty as part of the design.

Failure to achieve any of the milestones below or to abide by the responsibilities outlined above may result in the termination of this agreement. Unspent funds will be retracted if the instructor leaves the department and there are no plans to continue the course as designed in CoPILOT.

| Milestone | Deadline | Funding* |
|---|--------------------|-----------------|
| Milestone 1 <ul style="list-style-type: none"> • Course Outcomes (100%) • Learning Objectives (50%) • Activities (Planned) • Content (Planned) • Media (Planned) • LMS Structure (1 prototype) | Week 4 of Program | \$1,000 |
| Milestone 2 <ul style="list-style-type: none"> • Learning Objectives (80%) • Half Content in Course • Media (25%) • LMS Structure (finalized) • Gradebook (50%) | Week 8 of Program | \$1,000 |
| Milestone 3 <ul style="list-style-type: none"> • Learning Objectives (100%) • Content Complete • Media Complete • Syllabus • Gradebook Complete (100%) | Week 12 of Program | \$1,000 |
| Program Complete <ul style="list-style-type: none"> • Development Complete • Course Review Complete | Week 14 of Program | \$2,000 |
| Total | | \$5,000 |

*Note: Funds are dispersed as to an Unrestricted General Funds Account (WBSE '.06').

Service Availability

Purdue University Online Services

Support for services will be available Monday through Friday, 9:00 a.m. to 5:00 p.m. EST, excluding Purdue University and national holidays.

Ongoing Support

Services are provided only during the duration of the CoPILOT program. No ongoing instructional or video support will be given after the completion of the program. Please connect with your PUO College Admin lead to discuss support options for your course.

Leave Time

As University employees, all members fulfilling services outlined in this agreement are entitled to sick days, personal business days, and vacation. In the event that any of these inhibit the services of this agreement, Purdue University Online shall work to find a reasonable solution that both parties find agreeable.

Compliance

All parties agree to comply with all Federal, State, and local laws and regulations, as well as Purdue policies and procedures.

Modifications to This Agreement

Modifications to this service level agreement may only be made if mutually agreed on by all parties. Any modifications will be included in a written amendment to this agreement signed by all parties.

Reporting/Reviews

The Instructor or Department Head should contact Cody Connor by email at codyconnor@purdue.edu if there is a need to meet and discuss any problems or concerns with the terms under this agreement.

Program Instructor and Course Information

Primary Instructor:

Career Account (Purdue Alias):

Course Name and Number:

Account number for disbursement of funds:

LOA Approval and Signatures

Instructor:

Date

Department Head:

Date

Purdue University Online Administrative Lead:

Date

CoPILOT Management Representative:

Date

Purdue University Online Business Office Representative:

Date

Department Business Office Representative:

Date

Instructor Course Design Team Members (for multiple instructors)

Instructor Team Member:

Date

Instructor Team Member:

Date

Sample

CoPILOT Spring 2024

Memorandum of Agreement

By signing this agreement, I agree that CoPILOT funds will be used by ___ (instructor name) to support the delivery and their continuous improvement of the course, _ (course name). Failure to achieve any of the CoPILOT milestones may result in the termination of the agreement. Note that this agreement is separate from existing or future agreements between academic units and Purdue University Online. This LOA does not constitute a revenue-sharing agreement.

Department Head Signature

Name

Date

Sample