Online Course Reimbursals

ISP Costs

If you are teaching an online course for SUNY Ulster, you may be reimbursed for your Internet Service Provider (ISP) charges, up to $50 per month, for the time during which the course is active. This is a contractual right granted by the 2004-2008 Collective Bargaining Agreement – Article III, Section 6, Part H:

The College will provide faculty members who participate a monthly allowance up to $50 per month for an Internet Service Provider (ISP) and telephone line fees (if applicable due to physical location of the home and the location of the ISP), as long as the course is taught.

If you are teaching an online course, remember to request a reimbursal for your ISP costs at the end of the course! Simply create a simple invoice listing your name, address, the course code and section taught, the time frame in which it was taught, and the amount sought for reimbursal. Attach a receipt from your ISP and submit everything to the Dean of Academic Affairs Office. If you are not reimbursed in a reasonable amount of time, please contact the Faculty Association.

SLN Stipend

If you develop an SLN course, the Dean of Academic Affairs Office is currently offering an incentive stipend of $2,000 for the development. To request this stipend, you must fill out Form DLC (Distance Learning Course) listed in Appendix D of the 2004-2008 Collective Bargaining Agreement. This form is reproduced on the following page. Cross out the 2nd paragraph to obtain the stipend. Obtain your Department Chair’s signature and then submit this form to the Dean of Academic Affairs Office. If you have questions about this form, please contact the Faculty Association.
APPENDIX D
FORM DLC

FACULTY NAME: _________________________________________________________________

PROPOSED START DATE OF DISTANCE LEARNING COURSE: _________________________
OR ENHANCEMENT: _________________________

NAME OF COURSE & CODE: _______________________________________________________

CRN: _______________ NUMBER OF SECTIONS TO BE OFFERED: ____________

MATERIALS PROVIDED BY COLLEGE/BUDGET PLANS (attach additional materials sheets)
Number of pages attached: __________

1. ISP NEEDS?
2. SOFTWARE NEEDS PRIOR TO COURSE START?
3. SOFTWARE NEEDS FOR COURSE TO START?
4. HARDWARE AND EQUIPMENT NEEDS PRIOR TO COURSE START?
5. HARDWARE AND EQUIPMENT NEEDS FOR COURSE TO START?
6. ADDITIONAL MATERIALS NEEDS PRIOR TO COURSE START?
7. ADDITIONAL MATERIAL NEEDS FOR COURSE TO START?

Attach a copy of the course syllabus and outline OR the proposal currently sent to Curriculum Committee (attach additional Course sheets).
Number of pages attached: ____________

This is an agreement between the faculty member and the College to indicate SIGNIFICANT (ownership is joint between faculty member and the College) support, such as paid personal training, paid development, and paid matching funds for grants, provided by the College to produce the proposed course.

OR (cross out paragraph that is NOT applicable)

This is an agreement between the faculty member and the College to indicate NOT SIGNIFICANT (ownership is faculty member ONLY) support, such as paid personal training, paid development, and paid matching funds for grants, provided by the College to produce the proposed course.

SIGNED BY FACULTY MEMBER: ______________________________  DATE:_________

SIGNED BY DEPARTMENT CHAIR: ______________________________  DATE:_________

SIGNED BY DEAN OF FACULTY: ________________________________  DATE:_________