# **Amesite Non-credit development guide**

The purpose of this document is to outline the processes for developing non-credit learning opportunities on the Amesite platform.

## NEW ONLINE NON-CREDIT offering

#### Idea Submission

* Submit your idea for a new non-credit learning opportunity via the [Service Catalog](https://cmich.teamdynamix.com/TDClient/664/Portal/Requests/ServiceCatalog).
	+ Select the [Innovation and Online category](https://cmich.teamdynamix.com/TDClient/664/Portal/Requests/ServiceCatalog?CategoryID=8360) and then the [Non-credit Professional Development Request](https://cmich.teamdynamix.com/TDClient/664/Portal/Requests/ServiceDet?ID=22439).
	+ Select the “Start a New Request” button in the upper right corner.
	+ Fill out the form.
	+ Click submit.
* Note that if you need to modify a submission, simply add a comment to the ticket by going to the [TeamDynamix portal](https://cmich.teamdynamix.com/TDClient/664/Portal/Home/) and selecting the My Submitted Tickets button. Select your ticket from the list, scroll down to the bottom and under Feed select the Comment button. Make any adjustments to your submission in the comment box and select Save.

#### evaluation

In preparation for the discussion with your Dean/Supervisor, prepare to discuss the following:

* Any collaboration with external or internal partners.
* Identify primary audience, information regarding demand and competition in the market.
* Estimated hours to develop the opportunity. Is it a cut and paste of existing materials? Creation of new content?
* Obtain agreement on the number of hours that will be paid to develop the opportunity.
* Develop a timeline for the content creation and tentative launch of the course/opportunity.
* Upon approval, email noncredit@cmich.edu to obtain access to the Amesite platform (if new user).

#### training & design

* Amesite training is provided in multiple formats, including written guides, pre-recorded training videos, as well as the ability to participate in a synchronous training session. Register for synchronous training by emailing noncredit@cmich.edu.
* Design/build content (use existing or create new)
	+ Define learning outcomes
	+ Portion course content into segments
	+ Define, as applicable:
		- required readings
		- relevant learning activities
		- supplemental interactions
		- assessment of objectives
		- accessibility considerations

#### implementation

* Implement course material into the Amesite platform.
* Conduct user testing through peer review.
* Submit completed peer review form to noncredit@cmich.edu for final approval.
* Upon final approval “Activate” course in the Amesite platform.
* Any questions submitted by learners will go to the I/O team for initial review.

#### feedback

* Enrollment data and user feedback will be shared twice per year.

## non-credit development supplemental payment process

#### CMU Faculty

* $75 per hour compensation for non-credit development.
* Faculty and dean will agree on the number of hours that will be paid to develop the opportunity.
* Once content is created and activated in Amesite, dean submits a supplemental pay through personnel transactions.

#### CMU staff

* May or may not be a supplemental assignment for staff as its dependent on current job duties and responsibilities.
* Agreement will be determined with supervisor.

## financial model

#### Revenue distribution

* As I/O will be paying for the Amesite platform, including a “per registration” fee, marketing costs, administrative costs, etc., the following revenue distribution will be used:
	+ 40% - College/Unit
	+ 60% - Innovation and Online