

# FORTE Faculty Participation Contract

---

## Faculty Online Readiness & Teaching Excellence (FORTE) Program

### 1. Program Overview

The primary mission of the FORTE program is to design and develop high-quality, standardized online course materials for large, multi-section courses. These materials will be collaboratively created by a team of faculty members, with support from Academic Technology Services (ATS), as designated by the respective Department Chair and approved by the Dean.

Once developed, these course materials will be made accessible to all instructors teaching the course. This shared resource model aims to enhance the consistency, quality, and overall effectiveness of instruction across all course sections.

The FORTE Program will support faculty in transforming traditional or hybrid courses into high-quality, fully online offerings. Over an 18-week development period (extended to 20 weeks to accommodate the Christmas break), participating faculty members will receive comprehensive training, access to curated resources, and personalized support from instructional designers. The goal is to ensure that each course meets institutional standards for online education and delivers a rich, engaging learning experience.

### 2. Faculty Responsibilities

As consideration for the opportunity to participate in FORTE, the undersigned faculty member ("Faculty Member") hereby acknowledges and agrees to comply with all of the following program requirements:

#### a. Time Commitment

- Dedicate appropriate time weekly throughout the 18-week program to develop and convert the assigned course.
- Adhere to deadlines and milestones as communicated by the instructional design team.

#### b. Required Events & Training

- Attend the program orientation at the beginning and the wrap-up/celebration meeting at the end.
- Participate in four (4) mandatory virtual, hands-on workshops, covering:
  - Best practices in online course design
  - Use of instructional technology tools
  - Strategies for engaging online learners
  - Assessment and evaluation in online environments

- Complete the self-paced online course on the course conversion process at their convenience.

### **c. Collaboration with Instructional Designers**

- Meet regularly with an assigned instructional designer for guidance and feedback.
- Apply feedback and recommendations to ensure alignment with institutional course design standards.
- Make use of provided templates, resources, and checklists to maintain a streamlined and effective development process.

### **d. Course Development**

- Fully convert a designated course for online delivery, including:
  - Syllabus and schedule adapted for online learning
  - Content modules with multimedia or interactive elements
  - Online assessments and activities
  - Course navigation and learner support components
  - Incorporate Canvas AI Assistant as a teaching and scaffolding tool in the course.
- Ensure the course is completed and reviewed by the program end date.

### **e. Quality Assurance**

- Participate in the Quality Assurance (QA) review process to validate that the course meets criteria related to design, accessibility, and student engagement.

### **f. Copyright Ownership and License to the University**

#### **Copyright Ownership.**

Faculty members who develop the course will own the copyright to the instructional materials they create in connection with their participation in the FORTE program to the extent authorized by applicable University policies, the CSU-CFA Collective Bargaining Agreement, and U.S. Copyright Law. Such instructional materials may include, but are not limited to, syllabi, class/lecture notes, presentations, assignments, exams, video records, video or audio recordings, teaching aids, dramatic works, plans, course content, and all other instructional materials developed by the Faculty Member in connection with Faculty Member's participation in the FORTE program ("Course Materials").

#### **License to the University.**

Faculty Member acknowledges and agrees that the University will have the right to use Course Materials without limitation for educational, archival, or administrative purposes, including for use in online or distance education formats.

Faculty Member hereby grants to the University a non-exclusive, perpetual, irrevocable, worldwide and royalty-free license to use, copy, reproduce, display, save, edit, distribute, perform, and create derivative works of the Course Materials for any above-referenced purposes, and to share such materials with other faculty, staff, and students of the University. Faculty Member agrees to execute any document reasonably requested by the University to assign, secure, and/or protect the University's rights to the Course Materials.

As used herein, the term “University” refers to the Board of Trustees of the California State University, on behalf of California State University, Long Beach.

### 3. Administrative Requirements

Deans or Associate Deans are responsible for completing the faculty nomination/submission form via the designated Microsoft Form. Faculty members should not submit this form on their own.

### 4. Benefits to Faculty

- Personalized support from experienced instructional designers.
- Access to professional development resources and tools.
- Improved readiness and confidence in online teaching.
- A fully developed online course ready for delivery.

### 5. Agreement and Signatures

**Faculty Name:**

**Department/School:**

**Course to be Converted:**

I, the undersigned, agree to the terms and responsibilities outlined above and commit to actively participating in the FORTE program.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FORTE Program Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_