SUMMARY OF RESPONSIBILITIES UNDER COURSERA CONTRACT

Coursera Responsibilities

Coursera will

• Provide suggested guidelines for setups of recording infrastructure and the recording process
• Assist in training TAs and guiding faculty & may, at its discretion, send course support personnel to UMD at the beginning of semesters.
• Provide instructors with a set of convenient authoring tools for the construction of auto-graded assessments in a set of standard formats, e.g., multiple choice, check boxes, short answer
• Work with University to help develop best practices for online instruction and for use of classroom time when moving to a flipped classroom model & will provide such guidelines and resources to Instructors
• Provide phone and email support for course staff during the production process.
• Host an interactive Q&A forum with end users and instructor to discuss course materials
• Host the course subject to its right to remove, block or suspend access to any course content should it be subject to an adverse inquiry or claim (e.g., use of copyrighted materials without approval)
• Administer assessments and provide aggregate analytics regarding behavior and performance of end users; e.g., information on end user demographics, module usage, aggregate assessment scores (stratified by demographics) and reviews by demographics

Instructor Responsibilities

Instructors will

• Execute a Course Development Agreement with Coursera (attached: specifies # of weeks, hours/week, # of quizzes, problem sets, assignments and describes assignments, problem sets, assessments; signed by Coursera, instructor and university)
• Execute an instructor agreement (summary of terms below)
• Deliver lectures in an appropriate recording environment (whether a classroom, a recording studio, an office, or elsewhere).
• Design scalable forms of assessments and other types of interaction for their course.
• Develop a course that meets Coursera’s Course Criteria (see below)
• As appropriate, customize, update or adapt Course during its first offering through the platform, consistent with Coursera guidelines
• Participate in the Q&A and monitor course during its first offering to identify and correct any content errors or issues
• Sign certificates of completion for End Users

Course Criteria

• Course must be a “rigorously designed” to meets “high academic standards that uses multi-media Content in a coherent, high-production-value presentation (i.e., not just simple lecture capture) to provide the End User opportunities for a rich set of interactions and assessment(s) (whether provided by automatic grading technology or by peer-to-peer interaction activities), resulting in a meaningful learning experience that significantly transcends static content or plain videos (“Course Criteria”)”
• Course may correspond to material represented in a full ten to 15 week class offered by University or to a shorter module (e.g., two or three weeks) so long as the module provides a meaningful unit of learning to the End User.
Course will be available for a guaranteed period, mutually agreed to, subject to Coursera’s right to remove it.

Once the course is uploaded, Coursera will check it for compliance with the Course Development Agreement, Course Criteria and quality standards relating to video & audio quality & correct formatting of assessments and other content.

- If any criteria are not met, Coursera will issue a deficiency notice
- Instructor will submit a revised version of the deficient content at least three days prior to the scheduled launch date of the course or within a week of receiving the Deficiency Notice, whichever is the last to occur.

Copyright, duration of agreement, support for course development

- The instructor agreement recognizes that the instructor owns the copyright in original copyrightable course content.
- The instructor gives the university a license to exercise all rights under copyright in the course and to authorize Coursera to host and offer the course.
- Coursera’s (and university’s) right to host the course on its web site lasts forever. The instructor may not terminate the license it grants.
- Coursera does not provide any resources for course development other than what is listed under Coursera responsibilities. Since Coursera has no obligation to host a course more than once, the university would have little reason to guarantee ongoing resources to an instructor for course development but the Provost’s Office might be willing to consider requests on a case-by-case basis.

University Responsibilities

University will:

- Be responsible for reviewing and obtaining any necessary licenses, waivers or permissions with respect to any third-party content used in a course.
- Edit and segment (chunk) video content (through TAs or other University staff, working under Instructor’s supervision).
- Appoint a local representative to assist faculty as needed on a full- or part-time basis.
- Upload courses via interfaces and authoring tools.
- Be responsible, at its expense, for providing accessible content to end users with disabilities to comply with applicable laws and regulations of the Americans with Disabilities Act (e.g., using a screen reader technology for persons with visual impairments, providing text descriptions of images in quizzes) (ADA guidelines attached)