Imperial College London

MOOCs/SPOCs: Approval Process and Guidance

A. Selection and Approval Process and Criteria

All MOOC/SPOC proposals are considered as part of a 2 stage process consisting of:

- Stage 1: Development & Strategic Approval
- Stage 2: Quality Approval

For assistance and advice on this process please email: short.courses@imperial.ac.uk

Stage 1: Development & Strategic Approval

Proposals will need departmental and faculty approval in the first instance.

Proposers should complete the following forms:

- New short course proposal Form B: Planning and Resources
- Short Course Specification
- New Short Course Proposal Form E: Distance, Blended and E-Learning
- Individual module/course unit outlines if applicable

Stage 2: Quality/Curriculum Approval Stage

After faculty approval, proposals will be evaluated and approved by the Programmes Committee. They will then be reported to the Quality Assurance & Enhancement Committee (QAEC) for noting.

For credit bearing courses, this stage will include consideration by an external independent reviewer prior to consideration by the Programmes Committee.

B. Guidance

A) Recommended MOOC format

These recommendations are provided as guidance only; proposals may differ based on course content.

- Each MOOC has a duration of 3 to 4 weeks and can be linked to other MOOCs to create longer courses
- Offer one to two hours of video clips per week of between 6-15 minutes each
- Require on average six hours per week of study (can change depending on the requirements to link to on-campus education)

- Provide a Statement of Completion if non-assessed or transcript with credit values and marks if assessed.

B) Advice for those completing a proposal

Try out a current MOOC on Coursera or EdX on a similar topic.

- Consider the following issues:

a) Frequent feedback on progress is crucial for the motivation of MOOC participants. How will thousands of participants receive this feedback each week? Which ways can you apply to automatically grade or have peers grade and comment each other's work?

b) Could your existing teaching material be reused in the MOOC: book, slides, image collections, videos, e-learning material? Do you have copyright for the material or can you request this? The Library can advise you on copyright issues, how to request permission for re-use of 3rd-party copyright material, and where to find free materials. Clearing the copyright of the material you will use is important to avoid the breach of licences held by the College, and potential legal action from copyright holders.

c) Coursera has a deal with several renowned publishers to provide selections of study books as online "in-course textbooks" for free. Although this is a great way to offer all participants free access to quality literature, it has one important downside to consider: to read the textbook one has to be online and in some parts of the world either the connection is not fast enough or too expensive via modem, and therefore participants prefer downloadable PDFs. The Library can advise you on availability of open access alternatives for required journal literature and may be able to advise you on availability of open access textbooks. Knowledge Unlatched and the Directory of Open Access Books provide open access book services, but primarily for social sciences and humanities.

d) MOOC materials can also be used for on-campus students. The Educational Development Unit runs a range of workshops for staff including Introduction to Teaching for Learning, Introduction to Team Based Learning and A Practical Guide to Interactive Teaching. Check out the Coursera Flipping The Classroom Field Guide for practical examples shared by leading academics.

C). Sources of help and advice

Business School EdTech Lab
https://www.imperial.ac.uk/business-school/about-us/idea-lab/

Library Services Copyright Guidance
http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

Continuing Professional Development
http://www.imperial.ac.uk/continuing-professional-development

D). Resources available

Successful proposals may be facilitated by the College's Digital Learning Hub:

- Experts working with you on video production, instructional design, assessment, forum moderation and use of the Coursera or EdEx platform

- Use of studio and/or studio equipment
- Project management, marketing-communication and evaluation
- Financial compensation for teaching assistants

Document title:		MOOCs/SPOCs: Approval Process and Guidance	
Version:	3	Date:	November 2023
Location and filename:		R:\7. Quality Assurance\3. Policy Framework\1. Programme Approval and Modification \ MOOCS	
Approved:		QAEC	
Effective from:		1st October 2017	
Originator:		PC/QAEC	
Contact for queries:		Senior Assistant Registrar (Quality Assurance & Enhancement)	
Cross References:		• New Short Course Proposal - Planning & Resources (Form B) • Course Specification • New Short Course Proposal - E-Learning Form (Form E) • Individual module/course unit outlines if applicable	
Notes and latest changes:		Removal of OLIG and update to links – 30/11/2023	