

DEVELOPING AN ONLINE COURSE: PRIORITIES, CHECKLIST, APPLICATION, AND FAQ

(http://www.ccsf.edu/Services/TMI/application_develop_online.pdf)

Thank you for your interest in developing a course for online delivery. CCSF's Educational Technology Department (Ed Tech) is now supporting over 170 online credit courses! We hope that this packet of information will answer any questions you might have about online courses; priorities, application, approvals and process.

The next scheduled training for online or hybrid-online course development for faculty wanting to convert a course from face-to-face delivery will begin in fall 2011. Online courses are defined as those having 51% or more of the content delivered at a distance.

If you are interested in developing a course where 50% of the course is offered online and 50% face-to-face (or some such combination), the College-wide Curriculum Committee requires a Distance Learning Addendum and Ed Tech requires that the *Application to Develop a Course for Online Delivery* be submitted. If you have more questions about this process please contact the Ed Tech Chair at 452-5269.

The Distance Learning Advisory Committee (DLAC) is the Shared Governance committee that reviews the *Application to Develop a Course for Online Delivery* in conjunction with Educational Technology.

Applications are due to Educational Technology Department Chair by 4 pm on Thursday, December 1, 2011. Send completed applications to: Ed Tech Chair, Mailbox A21 or deliver to Batmale 310.

Notifications will be made by Ed Tech no later than February 1, 2012. The DLAC and Ed Tech Department make decisions in early spring in order for department chairs to plan for assignments when producing the fall 2012 schedule.

If you have any questions please contact Cynthia Dewar, Chair of Educational Technology Department, 415.452.5269 or cdewar@ccsf.edu.

This packet contains the following information:

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1. Priorities Used When Selecting Courses for Online/Hybrid Development.
 2. Frequently Asked Questions about Approvals and Process.
 3. Checklist for Applying to Develop a Course for Online Delivery.
 4. Application to Develop a Course for Online Delivery.
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Priorities for Online Course Development

Course Priorities: The current online development program is for credit courses only. All credit course applications will be given consideration. Priority will be given to courses that meet one or more of the following criteria:

1. Impacted courses: (a) Classes for which the department cannot meet student demand or (b) Classes that have consistently high enrollments and the online version of the class would give students and department chairs more scheduling flexibility.
2. Survey and introductory courses, particularly courses that meet a general education, transfer, or certificate requirement and have high enrollments and/or multiple sections with strong enrollments.
3. Courses that meet the educational needs of specific student populations, particularly students who are unlikely to take a face-to-face version of the class at one of CCSF's sites. While enrollment in these classes would be open to all students, the primary reason for developing and offering the course online would be to attract new students.
4. Courses which aim to create a departmental course template to be used by multiple faculty or involve multiple faculty in designing a course sequence.
5. One-unit and two-unit courses which may be offered during inter-session(s). These courses may derive from three-unit courses restructured into one- or two- unit components.
6. Courses that are not taught every semester may receive a lower priority than those taught each semester.

Faculty Priorities: The current online development program is for faculty teaching credit courses only. Priority will be given to faculty that meets one or more of the following priorities:

1. Faculty who have not previously developed an online course but who have taught a lecture class tech-enhanced with Insight, CCSF's learning management system.
2. Faculty who have taught the course to be developed face-to-face (in-class lecture) at least one semester before applying to develop it for online delivery.
3. A faculty member may not be approved to develop a second online/hybrid course in the same semester as she/he is teaching a newly approved online/hybrid course. It is strongly recommended that a faculty member's first online course should be offered at least once before applying to develop a second online course. The first teaching semester often results in the reassessing of methodology and approach.

Frequently Asked Questions

1. What can I do to prepare?

First, make certain that you have already taken the required nine hours of Tech-enhanced Training on Insight. Contact Ed Tech if you would like to know when the next scheduled workshop will take place. Second, the Technology Learning Center offers many workshops available to faculty in the following areas:

- Skills for Online Tools
- Photoshop, Images for the Web and PowerPoint
- Website creation
- Google Apps

Check their website for more information at www.ccsf.edu/tlc.

2. Do I have to complete anything for the College-wide Curriculum Committee?

Yes, this Committee requires a separate course outline submission for distance education courses. Their information can be found at www.ccsf.edu/cc. Look for the appropriate distance education/online documents under *Forms and Templates* and adhere to the Committee deadlines required for getting your course in the schedule. The Ed Tech Chair can work closely with you on this process and her signature is required on the cover form along with your department chair's and school dean's signature.

3. How does the development process work?

- Faculty work closely with Ed Tech to make the development process as effective and efficient as possible.

Faculty must commit to attending specified workshops and meetings on the Ocean campus. These trainings are required. The day of the week that the workshops are offered is set each semester to accommodate as many of the instructors' schedules as possible. Ed Tech attempts to schedule these workshops when online trainees are not teaching.

- As part of the training, instructors take an online course, *Introduction to Online Teaching and Learning* (OTL) and participate in this training as online students during the semester. The course is delivered in *Insight*.
- After training, the individual faculty member and Ed Tech's Instructional Designer will schedule appointments as needed.
- The course will be reviewed by Ed Tech and by the CCSF Alternative Media Specialist for compliance with the State Chancellor's Office standards for accessibility for persons with disabilities.
- Instructors are expected to complete development of their online course before the end of the semester unless arrangements are made otherwise with Ed Tech and the department chair.
- At the beginning of the development semester, faculty is given a detailed calendar with Ed Tech, Curriculum Committee, DSPS and Scheduling Office deadlines.

4. Is it possible to develop with a team of faculty?

Yes! For faculty who want to share course development, they will each need to take the *Online Teaching and Learning* course and Insight/Moodle workshops. Weekly meetings, course development, and units for pay can be divided as appropriate.

5. What if I have already developed an online class?

If you have already developed an online class you still need to complete the *Application to Develop a Course for Online Delivery*. Returning developers are still required to meet a set of deadlines and must participate in the review process by Ed Tech, the Alternative Media Specialist and the Campus-wide Curriculum Committee.

6. Is there any flexibility in the development timeline?

Yes. The course development timeline is flexible. However, the final approval for the online course is subject to signoff deadlines in order for it to be offered. Courses may be capped at 0 in Banner until there is sign-off. Ed Tech will work with your department chair concerning scheduling and enrollment caps.

7. What if I have further questions?

Please do not hesitate to contact the Educational Technology Department, Chair, Cynthia Dewar at 452.5269 or email at cdewar@ccsf.edu.

Checklist for Applying to Develop a Course for Online Delivery

- Submit *Application to Develop a Course for Online Delivery*. Prior to submission, discuss the course with colleagues and to assure signatures of support from the following:
 - Department Curriculum Committee, if applicable
 - Department Chair
 - School Dean

- Complete and attach to the application: The AFT 2121 *Agreement RE Development/Teaching of Distance Education Classes* found at, (http://www.aft2121.org/PDF/EXHIBIT_O.pdf). Exhibit O is three pages long, starting on page 257. Please do not forget the witness signature on the last page.

- Attach a copy of the *Course Outline of Record*, as approved by the Campus-wide Curriculum Committee.

- For faculty who have never developed an online course, complete and submit the *Survey: New CCSF Online Course Developer* found at <http://fog.ccsf.edu/~edtech/online.htm>. Complete the survey by the application deadline.

- Read the *Intellectual Property* (Article 30), *Distance Education* section (G) in the AFT contract, regarding specifics about online classes. Please see page 164-5. (<http://www.aft2121.org/html/Article30.html#Distance>).

(All of the above must be submitted by the deadline in order for the application to be considered complete.)

Applications are due to the Ed Tech Coordinator by 4 pm on Thursday, December 1, 2011. Send completed applications to: Educational Technology, Mailbox A21 or deliver to Batmale 312.

Notifications will be made by Educational Technology no later than February 1, 2012. The DLAC and Educational Technology make decisions in spring 2012 in order for department chairs to plan for assignments when producing the fall 2012 schedule.

If you have any questions please contact Cynthia Dewar, Educational Technology at 415.452.5269 or cdewar@ccsf.edu.

Application to Develop a Course for Online Delivery

http://www.ccsf.edu/Services/TMI/application_develop_online.pdf

Faculty Information

Faculty Name _____	Department _____	
Office _____	Mailbox _____	Email address _____
Home address _____		
Campus phone _____	Home phone _____	
Circle one: Full-time Part-time (P/T faculty should be aware of load limitations)		
Employee ID _____ (Needed for load adjustments and instructionally related contracts.)		
Is this a sabbatical project? _____ Sabbatical semester? _____		

Course Information

Course Title _____	Course # _____	
Course Units _____	Faculty load _____	Enrollment _____
First semester for class to be offered (circle preference):		
Fall 2012	Spring 2013	Fall 2013 Other _____

Please answer the following questions and attach the responses to this application.

1. Is the course you would like to develop online an impacted course? Does the course consistently have high enrollments? Will an online course allow more scheduling flexibility for the department and/or students?
2. Is the course a survey or introductory class? How many sections of the course does the department offer in the fall and spring? How long has the department offered the course?
3. Which graduation area requirement and/or transfer requirement does the course meet? Is the course part of a certificate requirement?

4. Does the course meet the educational needs of specific student populations, particularly students who are unlikely to take a face-to-face version of the course at one of CCSF's sites? Please explain.
5. How is this course conducive to being offered online? How is the course content appropriate for online delivery? How can student learning outcomes be achieved and/or enhanced online?
6. Do you anticipate having some face to face sessions (Orientation, midterm, finals, labs, studios, regular in-person meetings)? How many times will students come on campus in your estimation, if any? (You may decide to change this during development process.)
7. Is this a course that your department is planning to use as a template by multiple faculty? If yes, please explain.
8. Will this course be a part of a grant? Please explain.
9. Which development process will you follow? Circle one: A B
 Option A: Faculty who have never taught an online class at CCSF.
 Option B: Faculty who have developed and taught at least one online course at CCSF. Please list the course(s) and semester that you developed.

Please initial the following:

1. I have read the "Agreement Re Development/Teaching of Distance Education Classes" as negotiated with AFT 2121 and agree to its terms. Initials:_____
2. I agree that my course will comply with copyright laws. Initials:_____
3. I have submitted the *Survey: New CCSF Online Course Developer* Initials:_____
4. I understand that by developing this course I agree to teach it at least four times if enrollment is sufficient. Initials:_____
5. If this is part of a sabbatical project, I understand that I must follow the established development process and that I cannot receive units for this process. Initials:_____

The following are attached to this application:

1. A copy of the Course Outline of Record? Circle: Yes No
2. The AFT 2121 Agreement RE Development/Teaching of Distance Education Classes found at, (http://www.aft2121.com/PDF/EXHIBIT_O.pdf). Exhibit O is three pages long. Please do not forget the witness signature on the last page. Circle: Yes No

I understand and agree to develop the online course listed above under the aforementioned conditions.

Faculty Signature: _____

Date: _____

The signatures of the Department Chair and School Dean below indicate support for this application. The online course will be subject to Ed Tech, DSPS, departmental and College-wide Curriculum Committee approvals as well as departmental scheduling needs and procedures.

Department Chair Signature: _____

Date: _____

School Dean's Signature: _____

Date: _____

Important Information for the Department Chair and School Dean

Unit clarification for Chairs: To meet current budgetary limitations, delivery of the online course cannot be considered as additional units for the department. Departments should plan to adopt the course into their regular unit allotment after the development semester.

Courses that do not meet the deadline: If a course does not meet the deadlines set by Ed Tech, the department chair advises the Vice Chancellor of Academic Affairs in writing that the course has been postponed and requests that the units remain in the department.

Scheduling: Ed Tech will work closely with your faculty member in order to convert the approved course from face-to-face delivery to online delivery. The goal of the development is to work with your department to achieve the necessary approval from you as the department chair, the Campus-wide Curriculum Committee, the Disabled Student Programs and Services, and Ed Tech. Our shared goal is to offer the course in the chosen semester.

By signing this application, the Department Chair agrees to schedule the online course at least four semesters, given the enrollment is justified.

Scheduling deadline dates for the faculty member are set such that Ed Tech will have a clear idea as to whether or not the course will be ready for delivery the semester it is intended to be offered.

Before a course is approved to be offered online, the course will be capped at 0 until Ed Tech signoff. If a course does not receive approval by the final development deadline, the Department Chair will be responsible for contacting all registered students and finding replacement courses for them as appropriate. The intention is that the department chair and Ed Tech will decide together when to lift the cap after mutually concluding that the faculty member has made sufficient progress developing the course and it is on track to be offered in the chosen semester.

Ed Tech highly recommends that a newly developed and approved online/hybrid course be offered the semester immediately following development/approval.

Questions? Concerns? Please do not hesitate to call the Ed Tech Chair, Cynthia Dewar, at 452-5269 or email at cdewar@ccsf.edu.