CALL FOR APPLICATIONS TO TEACH ONLINE
http://www.ccsf.edu/Services/TMI/application Teach online.pdf

Criteria: The current online program is for credit courses only. All credit applications will be given consideration. However, 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 more scheduling flexibility by mixing traditional classes and online classes.

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 specific educational needs of specific student population(s), particularly students who are unlikely to take a traditional 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. Faculty who have not developed before may be given priority over those who have.

Online courses are developed in two stages, preferably over two semesters:

The first stage: TMI application, DLAC approval, Curriculum Committee course outline approval

1. Submit “Application to Teach Online and Memorandum of Understanding.” Include discussions with colleagues to assure support and signatures of support from the following:
   - department chair
   - dean
   - departmental curriculum committee if applicable

   AND (For New Developers only), submit Survey: New CCSF Online Course Developer (http://fog.ccsf.edu/~pdelich/online.htm)

2. (May be concurrent with Step 3) Review of the applications and recommendation of courses by the Office of Technology-Mediated Instruction (TMI) staff and Distance Learning Advisory Committee members (DLAC).

3. Development and approval of curriculum proposals through the usual departmental and Curriculum Committee process. Individual department Curriculum Committees need to review and approve the online course. Title 5 requires all distance education courses to be approved by the overall College Curriculum Committee. There is a special Technology-Mediated Course Proposal Informational Addendum which accompanies the online course outline proposals.
The second stage: Course Development

During the development semester, the faculty member receives 2 or 3 units of reassigned time depending on the course load and whether the faculty has developed a course previously. For part-time faculty, the hours must be included in the calculation of 60% load. Faculty receive a computer if needed. If development is done as a sabbatical project, the faculty does not receive release units.

Development process:

**Option 1**
**For all new online faculty**
Faculty work closely with the Instructional Design team to make the developmental process as effective and efficient as possible and to insure that courses comply with Federal regulations on accessibility. A regular weekly schedule for course completion is worked out. Faculty must commit to attendance at specified workshops and meetings. The basic course will be completed in one semester.

**Option 2**
**For returning faculty who’ve developed and taught at least one online course**
Working with a rubric, the developer has a flexible timeline and an “Online Peer” available to them. Course scheduling is subject to the scheduling calendar and final team signoff (2-4 people). See “Online Course Development Guidelines for Returning Faculty” ([http://www.ccsf.edu/Services/TMI/guidelines.pdf](http://www.ccsf.edu/Services/TMI/guidelines.pdf)) and “Fall 2005 Calendar” ([http://www.ccsf.edu/Services/TMI/fall05calendar.pdf](http://www.ccsf.edu/Services/TMI/fall05calendar.pdf))

Additional criterion: 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 developmental semester. Discuss this with your Department Chair.

Please fill out the accompanying Application and Memorandum of Understanding (3 pages) and return to the Coordinator, Office of Technology-Mediated Instruction: Janet Willett, A-21
Application to Teach Online and Memorandum of Understanding

Return with copy of current lecture course outline to: Janet Willett, A-21

Faculty Name ___________________________ Department ___________________________

Course # __________________________ Course Title __________________________ Units ______

WSCH (Student Contact Hours: number of hours the face-to-face students are on campus) ______

First semester for class to be offered (circle preference):    Fall 2006    Spring 2007    Fall 2007

Office___________________ Mailbox_____ Email address _______________________

Campus phone _______________ Home phone ______________________________

Circle one:    Full-time    Part-time (P/T faculty should be aware of load limitations)

W00 number ______________________

Please answer the following questions and attach the response to this application, along with a current copy of the course outline as approved by the College Curriculum Committee (for existing courses):

Questions 1 and 2 are from the College Curriculum Committee’s “TECHNOLOGY-MEDIATED COURSE PROPOSAL, Informational Addendum.” If your proposal is accepted, you can use these answers on the Curriculum Committee form as you go through that approval process.

1) How is this course particularly suited to being offered online?
2) How does this course help meet the goals of the:
   a. College
   b. Department
   c. Program
3) How does this class meet one or more of the criteria listed above? Include area graduation requirement and transfer information. If the course does not address one of the criteria, what leads you to believe that there will be student demand for this course online?
4) Why are you interested in teaching an online course?
5) Which development process will you follow? (Circle one.)
   Option 1) For all new online faculty
   Option 2) For returning faculty who’ve developed and taught at least one online course

Chair’s signature: ___________________________ Dean’s signature: ___________________________

Phone: _________ Mailbox: _______________ Phone: _________ Mailbox: _______________
Email: ___________________________ Email: ___________________________

NOTE: The signatures of the department chair and dean indicate support for this proposal. The online course will be subject to departmental and regular College curriculum approval and departmental scheduling needs and procedures
Memorandum of Understanding and Agreement
Online Course Development

I understand that I will receive the following pay to help me with course development:

For a 3-unit course, the equivalent of 7 hours of work per week during semester, as follows:
- 3 units of release time for fulltime teachers OR
- 122.5 noninstructional hours at my salary scale

For a 1 or 2-unit course or for development of a second or third course, the equivalent of 4.6 hours of work per week during semester, as follows:
- 2-units of release time OR
- 81.5 noninstructional hours at your salary scale

- Parttime faculty may not go over 60% load.

- Time Commitment: A 3-unit release is the equivalent of 7 hours/week workload set aside for course development time; 4.6 weekly hours for a 2-unit release. You should know that development can often take many more hours than this. Faculty will work closely with the Instructional Design team to make the development process as effective and efficient as possible. Most of this time will be spent in planning sessions with the Instructional Designer and other support staff, faculty follow-through on content development, software training, materials uploading, and course testing. A regular weekly schedule for course completion will be worked out with you and an effective presentation unique and appropriate to your course should result. Failure to develop the course after receiving compensation may result in your owing the College the equivalent in units or return of overpayment.

- Faculty agree that their courses will be designed and developed according to Federal guidelines for website accessibility for disabled students as set by standards and criteria adopted by the College. Implementation of this requirement will be in conjunction with training and support of the Instructional Design team and the DSPS representative.

- Faculty agree that their course will comply with copyright laws.

- Faculty agree that their course will fall under terms of the AFT 2121 agreement regarding Intellectual Property Rights.

- Faculty agree that course development will take place with the help of the Instructional Design Support Team and the DSPS Accessibility representative and within the timeline and guidelines agreed upon in consultation with them.

Support for Developers: The faculty developing the classes receive course planning, design, and development support from TMI Instructional Design staff, Online Peers, trainers provided by the software company, and/or training sessions provided by the Northern California Virtual Campus project (funded by the California Community Colleges Chancellor’s Office). Depending on the needs of each course, skilled student aids may also be assigned to assist the development. It is understood that some of this training may be in intersessions or summer (e.g., January before flex).

- Each online professor will receive a computer, if needed, to develop and deliver the course and will be trained in WebCT, the current course management system in use at CCSF. If the course ceases to be offered, the computer may need to be returned for use by another online instructor.

I understand and agree to develop my online course under these conditions:

Signature: ___________________________ Date: _______________
For existing courses: Please include a copy of the current lecture course outline with your application.

Send completed Application and Memorandum of Understanding along with any existing lecture course outline to:
Janet Willett, Faculty Coordinator for Technology-Mediated Instruction
Mailbox A-21
Phone: (415) 239-3123

Instructional Design Team contact information
Office of Technology-Mediated Instruction, Batmale 310
- Instructional Designer: Patricia Delich (415) 452-5271 (pdelich@ccsf.edu)
- Tech/Web Support: Violet Hanada (415) 452-5231 (vhanada@ccsf.edu)
- WebCT Administrator/Programmer: Jose Gil (415) 452-5098 (jgil@ccsf.edu)
- Online Peer for returning faculty: TBA
- Program Coordinator: Janet Willett (415) 239-3123 (jwillett@ccsf.edu)
- A variety of student workers to help with your course preparation.