DEVELOPING A DISTANCE EDUCATION CLASS
TECHNOLOGY MEDIATED INSTRUCTION
(http://www.ccsf.edu/Services/TMI/application_develop_online.pdf)

This packet contains the following information:

1. Priorities Used When Selecting Classes for Online/Hybrid Development.
3. Checklist for Applying to Develop a Class for Online Delivery.
4. Application to Develop a Class for Distance Education.

Thank you for your interest in developing a distance learning class. We hope that this packet of information will answer any questions you might have about developing a distance learning class; priorities, application, approvals, the development process, and the delivery commitment.

Moving a class from face-to-face delivery requires a significant commitment to learning the necessary technology as well as understanding the pedagogical implications of changing the mode to distance education.

The Educational Technology Department supports the development and delivery of all distance learning classes.

If you are interested in developing a course where a portion of the content will be delivered at a distance, you must complete Application to Develop a Distance Learning Class.

The Distance Learning Advisory Committee (DLAC) is the Shared Governance committee that reviews the Application to Develop a Distance Learning Class in conjunction with the Educational Technology Department and TMI.

Refer to the Educational Technology Website (the page that linked you to this application) for the application due date.

Send completed applications to: TMI Coordinator, Mailbox A21 or deliver to Batmale 310 on the Ocean Campus.

The Ed Tech Department notifies applicants in early spring in order for department chairs to plan for assignments when producing the fall schedule.

Class development for faculty wanting to convert a class from face-to-face delivery to delivery from a distance begins every fall.

If you have any questions please contact Cynthia Dewar, the Chair of Educational Technology at 415.239-3759 or cdewar@ccsf.edu.
Priorities for Distance Learning Class Development
(Online, Hybrid Online, and Telecourses)

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


2. Impacted courses: (a) Courses for which the department cannot meet student demand or (b) Courses that have consistently high enrollments and the online version of the class would give students and department chairs more scheduling flexibility.

3. Survey and introductory courses, particularly courses that meet a general education, major, transfer, or certificate requirement, have multiple sections with strong enrollments, and are taught every semester.

4. High productivity/high FTES generating courses.

5. 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 the Ocean campus or one of CCSF’s centers and 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.

6. Courses that aim to create a departmental course template to be used by multiple faculty members or involve multiple faculty members in designing a course sequence.

7. One-unit and two-unit courses which may be offered as short term or summer classes during inter-session(s). These courses may derive from three-unit courses restructured into one- or two-unit components.

8. Departments who secure development funding outside of the Educational Technology Department; such as a grant.

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 class in the same semester as she/he is teaching a newly approved online/hybrid course. A faculty member’s first online class should be offered at least once before applying to develop a second online class. The first teaching semester often results in the reassessing of methodology and approach.

If you have any questions please contact Cynthia Dewar, the Chair of Educational Technology at 415.239-3759 or cdewar@ccsf.edu.
Frequently Asked Questions

1. What can I do to prepare?
   First, make certain that you have already taken the required Tech-enhanced Training on Insight.
   Check the TLC website at www.ccsf.edu/tlc or in-person for more information about when the next online or face-to-face Insight workshop is scheduled.

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. The TMI Coordinator works 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 for the Distance Education Addendum (DEA). The DEA is started after the application is approved.

3. How does the development process work?
   ▪ Faculty works closely with the Ed Tech Department 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. TMI attempts to schedule these workshops when online trainees are not teaching.
   ▪ As part of the training, instructors participate in a hybrid online course, Introduction to Online Teaching and Learning (OTL) taught by the Ed Tech Department.
   ▪ Faculty attends meetings with Ed Tech staff and schedule appointments as needed.
   ▪ Faculty is required to create a Google website. Ed Tech will help with this development.
   ▪ The course will be reviewed by the Ed Tech Department and by the CCSF Alternative Media Specialist for compliance with the State and Federal standards for accessibility for persons with disabilities.
   ▪ Instructors are expected to complete development of their online course before either the end of the semester or the end of the academic year unless arrangements are made otherwise with Ed Tech and their home 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.

If you have any questions please contact Cynthia Dewar, the Chair of Educational Technology at 415.239-3759 or cdewar@ccsf.edu.
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, Insight/Moodle workshops, and attend in-person meetings. 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 Distance Education Delivery. Returning developers are still required to meet a set of deadlines and must participate in the review process by the Ed Tech Department, the Alternative Media Specialist and the Campus-wide Curriculum Committee.

6. **Is there any flexibility in the development timeline?**
   The only flexibility is within a faculty member developing an online class in either one semester or two semesters. 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. **Why can't I develop a non-credit class?**
   The College is in the process of automating the non-credit open entry/open exit process.
   Once this process is automated, Ed Tech will be able to integrate non-credit class list loads with the credit class list load. We look forward to serving non-credit students in the near future.

8. **What about funding?**
   Ed Tech funds the development of online classes. Departments commit to funding the delivery of the online class for at least four semesters.

9. **What if I have further questions?**
   Please do not hesitate to contact the Chair of the Ed Tech Department, Cynthia Dewar at 239-3759 or cdewar@ccsf.edu.
Checklist for Applying to Develop a Course for Distance Education

☐ Submit Application to Develop a Distance Learning Class.
Prior to submission, discuss the class with colleagues and assure signatures of support from the following:
  Department Chair
  School Dean
  Department Curriculum Committee, if applicable

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

☐ Attach a copy of the Course Outline of Record, as approved by the College wide Curriculum Committee. The Course Outline must have been updated within the last 5 years.

☐ For faculty who have never developed an online class, complete and submit the Survey: New CCSF Online Course Developer found at http://fog.ccsf.edu/~jwillett/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. (http://www.aft2121.org/html/Article30.html#Distance).

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

Send completed applications to: TMI Coordinator, Mailbox A21 or deliver to Batmale 310. Note deadline on the TMI website.

Notifications will be made by April 1st in order for department chairs to plan for assignments when producing the fall schedule.

If you have any questions please contact Cynthia Dewar, Ed Tech Department Chair at 415-239-3759 or cdewar@ccsf.edu.
## Application to Develop a Distance Learning Course

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

### Faculty Information

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

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<thead>
<tr>
<th>Employee ID</th>
<th>(Needed for load adjustments and instructionally related contracts.)</th>
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<th>Is this a sabbatical project?</th>
<th>Sabbatical semester?</th>
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Have you developed an online class before? If yes, for what college?

Have you used Insight in your face-to-face classes? Which classes have you used Insight with?

### Course Information

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<th>Course Title</th>
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<th>Course Units</th>
<th>Faculty load (FTEF)</th>
<th>Cap</th>
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FTEs for the last three semesters (not including summer)

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<th>Fall 2012</th>
<th>Spring 2012</th>
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1. Is the course impacted? How will an online course allow more scheduling flexibility for the department and/or students?
2. Is the course a survey or introductory class?

3. How many sections of the course does the department offer in the fall and spring?

4. How long has the department offered the course? (Please provide enrollment data (DSS) for the course for the last 2 years, including census 1 and final enrollment.)

5. Which graduation area requirement and/or transfer requirement does the course meet?

6. Is the course part of a certificate requirement? Please explain.

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

1. How does the development of the class for online delivery support the College’s mission? (Add link to mission)

2. How does the development of this class support the department’s Program Review?

3. 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.

4. How is this course conducive to being offered online?

5. 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 to campus in your estimation, if any? (You may decide to change this during development process). Please explain.

7. Is this a course that your department is planning to use as a template by multiple faculties? If yes, please explain.

8. Will this course be a part of a grant? Please explain.
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 class 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 class 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. Circle: Yes No

I understand and agree to develop the online class 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 class will be subject to the Ed Tech Department, DSPS, departmental and College-wide Curriculum Committee approvals as well as departmental scheduling needs and procedures.

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

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

Department Chair Signature: _________________ Date: ____________

School Dean’s Signature: ______________________ Date: ____________

If you have any questions please contact Cynthia Dewar, the Chair of Educational Technology at 415.239-3759 or cdewar@ccsf.edu.
Important Information for the Department Chair and School Dean

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

**Classes that do not meet the deadline:** If a course does not meet the deadlines set by the Ed Tech Department, the department chair advises the School Dean in writing that the class has been postponed.

**Scheduling:** Ed Tech will work closely with your faculty member in order to convert the approved class 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 class in the chosen semester and complete the development process in one academic semester.

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 a replacement class 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 class and it is on track to be offered in the chosen semester.

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

Questions? Concerns? Please do not hesitate to call the Chair of Ed Tech, Cynthia Dewar, at 239-3759 or cdewar@ccsf.edu.