## Introduction

The Center for Teaching and Learning (CTL) is committed to assisting instructors in the continued development of their instructional skills. As a part of these efforts, the CTL offers the Online Course Development (OCD) program, designed to teach instructors how to create, redevelop, and/or facilitate both fully online and hybrid courses.

OCD is an 8 week, fully online learning & creation program designed for those who are new to teaching online/hybrid, rebuilding an old course, or facilitating (with some modification) an existing course.

## Expectations

Potential participants must have the permission of their Department Chair and Dean before admission into the program, and must be currently active employees at the college. Subsequently, a potential participant must complete the program application itself to express their intent and reasoning for their interest in OCD. Additionally, the CTL suggests that participants be comfortable with Canvas before proceeding into the program, as instruction on the use of Canvas will focus on advanced topics.

Participants are expected to actively participate every week in the program, committing to its completion within the designated 8 weeks. During the 8 weeks, participants should expect to spend an average of 3 hours per week working through various content, assignments, assessments, and discussions. Each participant is responsible for allocating enough time per week to complete tasks. Additionally, significant time is needed to complete development of a course before it is due to run. Take careful consideration in participating with very little time to complete all necessary development.

Participants must successfully complete the program to be listed as one of the college’s online/hybrid instructors. Successful completion includes the creation and revision of four course modules, completion of all tasks within the program, compliance with accessibility and copyright laws, and a completed course map. Conclusion meetings will need to be scheduled with the CTL and the participant’s Dean to finalize participation. Participants may be asked to showcase their work during the spring development day.

A participant may leave the program and resume with a different instructional group if they have completed the initial 4 weeks. Additionally, participants will need to complete their work within the program’s 8 weeks. Exceptions to these limits will be granted on a case-by-case basis only.

## Compensation and ECH

Compensation will be given after concluding the content of OCD, plus review meetings with the CTL and the participant’s Dean. Full time faculty may elect to receive compensation as Personal Growth Units (PGUs) towards lane movement. Adjunct faculty, and full time faculty that do not elect to take PGUs, will be paid in a financial stipend. As required by the college, financial stipends are converted into ECH and will count against the total ECH allowed. Compensation may only be given to those who are participating in OCD for the first time.

## Instructions for application completion

Please complete the application on the following page, including necessary signatures and rationale for participation. Upon completion, please return the completed application to the Center for Teaching and Learning in L244 along with a copy of your master course outline for your course, typically obtainable through your department chair or subdivision office. The application will not be considered complete if the master course outline is missing, preventing a potential participant from joining the next OCD group.

## Questions

If you have any questions please contact the Center for Teaching and Learning at (708) 974-5347, or at <https://ctl.morainevalley.edu/contact-us/>.

**Participant name** Click or tap here to enter text.

**Employment status**  Adjunct Faculty  Full-time Faculty

**Course title and code** Click or tap here to enter text.

**Department** Click or tap here to enter text.

**Subdivision** Choose an item.

**What is your reasoning for participating in Online Course Development?**

Click or tap here to enter text.

**How long have you been at the college?**

0 to 1 year  1+ to 2 years  2+ to 5 years  5+ years or more

**How long have you been teaching this course face-to-face?**

0 to 1 year  1+ to 2 years  2+ to 5 years  5+ years or more

**Will this be an online course or hybrid course?**  Online course  Hybrid course

**Was this course previously created in an online/hybrid format?**  Yes  No

**Are you facilitating a previously created course ONLY?**  Yes  No

**Are you scheduled to teach this as an online/hybrid course?**  Yes  No

*If yes, when?* Click or tap to enter a date.

**Approximately, how long have you used the Canvas LMS?**

Not at all  ½ year to 1 year  1+ to 2 years  2+ years or more

**How have you used Canvas? Please check all that apply.**

Sending announcements  Posting syllabus  Posting grades

Distributing files  Organizing with modules  Facilitating discussions

Collecting assignments  Checking for plagiarism  Creating content pages

Adding images  Adding video  Creating video

Creating online quizzes  Video conferences  Collaborations tool

Other (please specify): Click or tap here to enter text.

**Please rate and elaborate on your level of comfort with Canvas.**

Click or tap here to enter text.

**What challenges/obstacles do you anticipate in working with this course?**

Click or tap here to enter text.

Please remember to submit the master course outline for the course being developed along with this application. Applications without a master course outline will be considered to be incomplete and will not be processed.

Master course outlines can be found at your subdivision office or through Academic Services.

**I agree to the terms outlined in the previous application page.**  Yes  No

**Participant signature: Date** Click or tap to enter a date.

**Department Chair signature: Date** Click or tap to enter a date.

**Dean Signature: Date** Click or tap to enter a date.

Please print and return this completed application, as well as the master course outline, to the Center for Teaching and Learning in L244.