

Online Course Development – Application to Participate

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. Subsequently, a potential participant must complete the program application itself to express their intent and reasoning for their interest in Online Course Development. Additionally, the CTL suggests that participants have some comfort 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 approximately 3 hours per week working through various content, assignments, assessments, and discussions. Participants will ultimately create two course modules, one introductory and one instructional, as well as a future development project plan. Conclusion meetings will need to be scheduled with the CTL and later the participant's Dean to finalize participation. Participants may be asked to showcase their work during the spring development day.

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.

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 Earned Credit Hours

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 earned credit hours (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. A potential participant will not be able to join the next OCD group without total completion of the application.

Questions

If you have any questions, please contact the Center for Teaching and Learning at (708) 974-5347.

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Participant name

Employment status

Course title and code

Department

Subdivision

Will this be an online course or hybrid course?

Was this course previously created in an online/hybrid format?

Are you facilitating a previously created course ONLY?

Are you comfortable with the use of Canvas?

Please elaborate

Are you scheduled to teach this as an online/hybrid course?

If yes, when?

What is your reasoning for participating in Online Course Development?

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

I agree to the terms outlined in the previous application page

Participant signature

Date

Department Chair signature

Date

Dean Signature

Date

Please print and return this completed application to the Center for Teaching and Learning in L244.