# **Introduction**

The Center for Teaching & Learning (CTL) is committed to helping instructors in the continued development of their instructional skills. We offer the Online Course Development (OCD) program, designed to teach instructors how to create, redevelop, and/or facilitate both fully online & hybrid courses. OCD takes 8 weeks and is taught fully online.

# **Expectations**

## **Permissions**

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. A potential participant must complete the application to express their interest in taking OCD. The CTL advises that participants should feel comfortable with Canvas before proceeding into OCD as the will include on advanced instructional topics & uses of Canvas.

## Participation & Time Management

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. Please take careful consideration in participating with very little time to complete all necessary development.

## Program Completion

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

Participants need to complete their work within the program’s 8 weeks, however exceptions to these limits will be granted on a case-by-case basis.

## Course Syllabus

Please read the [Online Course Development Syllabus](https://ctl.morainevalley.edu/wp-content/uploads/2022/09/OCD-Syllabus-Fall-2022.pdf) for additional program details, including the course schedule. As part of the application process, you will be asked to agree to the syllabus terms.

# **Compensation and ECH**

Compensation is 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 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.

## Prior Stopgap Training Participants

If a participant previously completed Stopgap Online Training, and were compensated for any approved work, any compensation amount for OCD completion will be reduced by the value of the previously paid Stopgap compensation.

# **Application Submission Checklist**

The completed application, along the with master course outline, can be submitted to The Center for Teaching and Learning, located in room L244. If being submitted electronically, please email to ctl@morainevalley.edu.

Master Course Outlines Master are typically obtainable through your department chair, subdivision office, or [online using CurricUNET](https://ctl.morainevalley.edu/wp-content/uploads/2021/08/Accessing-Master-Course-Outlines-in-CurricUNET-Instructions.pdf).

# **Questions**

If you have any questions please contact the Center for Teaching and Learning at (708) 974-5347, or via email at ctl@morainevalley.edu.

# **Application to Participate**

## Applicant Information

**Full name:** Click or tap here to enter text.

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

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

**Subdivision** Choose an item.

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

[ ]  Newly Hired [ ]  Less than 1 year [ ]  1 to 3 years [ ]  3+ years

**What types of related training have you completed?**

[ ]  MVCC Stopgap Training [ ]  Other (please specify): Click or tap here to enter text.

**Do you have experience using Canvas LMS?**

[ ]  Yes [ ]  No

**If yes, please check all that apply:**

[ ]  Sending announcements [ ]  Posting syllabus [ ]  Creating content pages

[ ]  Distributing files [ ]  Organizing with modules [ ]  Facilitating discussions

[ ]  Collecting assignments [ ]  Checking for plagiarism [ ]  Posting grades

[ ]  Creating video [ ]  Creating online quizzes

## Course Information

**Are you assigned to teach an online/hybrid course section in the upcoming semester?**

[ ]  Yes [ ]  No

**If yes, please provide:**

**Course format:** [ ]  Online course [ ]  Hybrid course
**Course title:** Click or tap here to enter text.
**Course number:** Click or tap here to enter text.

**In what formats in which you’ve previously taught this course?**

[ ]  Never taught [ ]  Face-to-Face [ ]  Online [ ]  Hybrid [ ]  Virtual [ ]  Other

**Will your department be providing you with a previously designed online/hybrid shell for this course?**

[ ]  Yes [ ]  No [ ]  Not sure

**Agreement to terms***In lieu of physical signature, applicants may email the completed application to their Department Chair, requesting permission to participate. Once a Department Chair approves, their message, along with the application may be forwarded to the Dean, seeking their approval. Once their approval is given, please forward the entire message chain, application, and a copy of your master course outline to* *ctl@morainevalley.edu**.*

# Participant

By signing this form and completing this application, you agree to the terms outlined in this application and the course syllabus.

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

## Department Approval

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

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