



Distance Education Course Development Form

Use this form to propose a course that has not yet been offered via your chosen distance education modality at Suffolk.

This form has been created to ensure that the process has been adhered to when proposing a distance education (DE) course at Suffolk. Here are some rules and guidelines to keep in mind:

- ⇒ To propose a course that has never been offered via your chosen DE modality—online, hybrid, DL classroom—complete this Course Development Form. If you wish to be assigned to a section of a course that has been approved for your chosen DE modality, use the Course Assignment Form.
- ⇒ If you wish to develop and teach an entirely new course (one that isn't currently in the college catalog), you must first propose the new course through existing college governance procedures; this includes proposals for courses that you intend to be offered solely online.
- ⇒ If the course you wish to teach isn't already listed as a regular offering on your campus, you first need to adopt it through existing college governance procedures (except for special topics courses).
- ⇒ Faculty are to keep a copy for their own records and to submit a copy of the first page for notification purposes to the Office of Instructional Technology at the time of submission to their academic chair.
- ⇒ All new DE course developers must adhere to the following deadlines:
- ⇒ For courses to be offered in **2011** **DUE DATES** *for complete proposal to reach DEC*
 - spring 2011 courses ⇒ by second Monday in April – April 12, 2010
 - summer 2011 courses ⇒ by second Monday in September – September 13, 2010
 - fall 2011 courses ⇒ by second Monday in November – November 08, 2010

1. Faculty Information

Faculty Name		Date	
Faculty Campus	<input type="checkbox"/> Ammerman <input type="checkbox"/> Eastern <input type="checkbox"/> Grant	Employment Status	<input type="checkbox"/> full-time <input type="checkbox"/> adjunct

2. Proposed Course Information

Course Name and Number			
Academic Department or Area			
DE Modality	<input type="checkbox"/> online <input type="checkbox"/> hybrid <input type="checkbox"/> DL classroom	Proposed CMS	<input type="checkbox"/> Desire2Learn <input type="checkbox"/> other:
Have you taught in this modality before?		<input type="checkbox"/> yes	<input type="checkbox"/> no
In what semester would you like to see this course offered?		Semester	Year

Rationale

1. Rationale

Briefly explain your rationale for proposing this course in your chosen DE modality. Consider integrating answers to the following questions in your response, and **please remember to attach a course outline revised for your desired modality to this form.**

- Why are you proposing this course as a DE course?
- What makes this particular course well suited for this specific DE modality? That is, what are some of the unique characteristics and requirements of this DE modality and how that differs—pedagogically, philosophically, strategically and organizationally—from the traditional, on-campus environment?
- What methods are you considering for how the technology might be employed?
- What communication strategies might you use, e.g., email, threaded discussion, chat, integration of web resources, electronic instructional resources?

Approval & Notification Signatures

1. Department or Area Approval

Each department/area determines which courses are to be offered in a DE format, initiates the approval process for new DE courses, and determines how many can be offered each semester. All course development proposals must be put to a vote in your departmental distance education committee or—if no such committee exists—in your entire department or area. Your chair or supervisor must indicate the total votes for, against, and abstaining from your proposal.

_____ Indicate Vote by Entire Department or by Committee _____ Date

Vote Results _____ total # of votes for
_____ total # of votes against
_____ total # of votes abstaining

2. Intra-Campus Department/Discipline Notification

Once your department has voted to approve or disapprove this course, your academic chair or area supervisor must sign on the line below.

_____ Campus Academic Chair/Supervisor _____ Date

Your chair/supervisor must then notify the chairs on the other two campuses and attach a copy of the email or memo to the other chairs indicating that they have been notified.

Email/Memo Notification Attached

3. Campus Technology Administrator and Campus Dean

Your chair will next submit this form to your campus technology administrator for a signature, who will then forward your proposal to your campus dean. The office of the campus dean will submit the complete proposal to DEC via OIT.

_____ Campus Technology Administrator _____ Date

_____ Campus Executive Dean _____ Date

2010-2011 Contacts

- Ammerman
- Eastern
- Grant

Campus Executive Deans

- Dr. James E. Sherwood
- Dr. Evon W. Walters
- George Tvelia

Technology Administrators

- Jeanette Bravo
- James Frost
- Dr. David Quinn

Technology Training and Certification

1. Faculty Development

The first time a faculty member is selected to teach a synchronous or asynchronous DE course, he or she shall receive three (3) credit hours of either release time or overload compensation the semester prior to the DE assignment for the purposes of training and/or course modification. Indicate your preference for overload pay or released time.

Faculty Preference

overload

release time

2. Certification

**FOR OFFICE
USE ONLY**

All DE faculty must have training in and be certified for the specific modality for which they are proposing to develop a course.

CMS Platform

Date of Training Completion

Signature of Dean of Instructional Technology

Date

3. Assignment to DE Faculty Peer Mentor

All DE faculty teaching online and hybrid courses will be assigned to a faculty mentor.

* Assignment to a peer mentor does *not* apply to DL classroom (synchronous) courses.

Name of DE Faculty Mentor

Date Mentor Notified