

Application for Online Course Development – SUNY Potsdam

Faculty Member: _____ Date: _____

Course Number & Title: _____

Format: **Online** Number of Credits: _____

Online course: 90-100% of content delivered online; no required face-to-face meetings (proctored exams excepted).

Requirements fulfilled by this course: (e.g. General Education designator, core course, elective course)

On a separate page, please provide the following:

- 1. Rationale for developing proposed course.** Discuss the nature of the target audience, appropriateness of online pedagogy, and role of the course in general education or a degree program.
- 2. Please describe your experience teaching online, or the activities in which you will participate to learn online pedagogy.** It is recommended that you participate in *The Pedagogy & Technology of Online Learning* seminar offered by the Office of Extended Education, or participate in one of the online courses offered by the SUNY Center for Professional Development if you have not previously taught an online course

Please check all technologies and web resources you intend to use in your proposed course:

- | | |
|---|---|
| <input type="checkbox"/> Video (direct uploads) | <input type="checkbox"/> Social Networking (Facebook, Twitter, etc.) |
| <input type="checkbox"/> YouTube | <input type="checkbox"/> Audio (e.g. mp3 podcasts) |
| <input type="checkbox"/> PowerPoint presentations | <input type="checkbox"/> Synchronous utilities (Skype, Instant Messaging, etc.) |
| <input type="checkbox"/> Discussion Forums | <input type="checkbox"/> Other |

Semester/Session in which the course will first be delivered: _____

Proposed enrollment first two times course will be delivered: _____

(If less than 15, please attach rationale for reduced cap)

Proposed enrollment after course is delivered two times: _____

(If less than 20, please attach rationale for reduced cap)

Preferred compensation (if applicable):

- Not applying for compensation**
- Release Time;** Semester in which time is to be taken: _____
Will the department need to replace the released course? Yes No
If so, who will teach the replacement section? _____
- Stipend (\$3,100.00*)**

*One thousand dollars of the stipend will be paid after the course has been fully developed and receives recommendation for approval from the appropriate Dean, who will consult with the Chair of the *Distance Learning Curriculum Advisory Committee* (DLCAC) and the relevant department chair. The balance of stipend will be paid during the term the course is first delivered.

Ordinarily, compensation will not be provided for developing a course more than once.

By signing below, I, the faculty member/developer, agree to develop the proposed course, indicated above, in accordance with SUNY Potsdam's *Policy for Online and Hybrid Course Development* and in compliance with the *Technology, Education and Copyright Harmonization (TEACH) Act*. I understand that receiving approval to develop the proposed course does not guarantee approval to deliver the course. I understand that the developed course will be reviewed by one or more of the following during the approval process: Distance Learning Coordinator, Department Chair, School Dean, Chairs and members of the General Education Committee, the Arts & Sciences Curriculum Advisory Committee, and/or the Crane Undergraduate Program Committee, as well as peer evaluators and SMEs (subject matter experts) as required.

By accepting the stipend for online course development, I acknowledge the obligation to deliver the DL course a minimum of two times through the Office of Extended Education (during Winterim or summer) within three years subsequent to the time of approval for delivery.

I understand that the distance learning course that receives approval for delivery must be the same course, in content and online structure within the LMS, that is subsequently delivered to students. I am also aware that all distance learning courses are subject to re-evaluation on a three year cycle from the time they are first approved for delivery, and that revision may be necessary should I wish to continue to deliver the proposed course.

Faculty Member/Course Developer	Date
---------------------------------	------

By signing below, you are approving the development of the proposed online or hybrid course indicated above.

If you are not approving this request, please provide a brief written explanation and return this form to the proposer.

Department Chair	Date
------------------	------

Dean	Date
------	------

Distance Learning Coordinator	Date
-------------------------------	------

Provost <i>(required if applying for compensation)</i>	Date
---	------

This application may be submitted at any time for consideration. However, once approval is granted for development, the deadlines for submitting the fully developed course for formal review and approval are as follows:

Summer and Fall courses – **January 15th** | Winterim and Spring courses- **August 22nd**

Note: The availability of compensation will be reviewed annually by the Administrative Cabinet. Application expires three months after original target date for initial delivery (as indicated above) if course has not yet been developed and approved.