**Fully-Online and Hybrid Course Development**

**Application**

All full-time and long term adjunct BCC faculty may apply to develop an online or hybrid course (online course: student work is done online with 0-3 maximum on-campus meetings per semester; hybrid course: a significant percentage of on-campus meetings (50% or more) are replaced with online work)

To apply to develop an online or hybrid course, please follow these steps:

1. Contact your division dean to discuss your course idea. The dean will assess the need for the course, based upon institutional needs and priorities
2. If there is a needfor the course, you will be asked tofill out the Online/Hybrid Course Development Application and submit it to your Dean.
3. The application will be reviewed, and if approved and funds are available, you will receive notification to begin developing the course.
4. **The course will be offered for the semester that your Dean approves, and is dependent on the timing and approval of your application. Typically, the first offering of a fully online course for a faculty member new to online learning will occur two semesters after approval, e.g., proposals received in the Fall would be offered the following Fall. Experienced online faculty may be approved to offer a new fully online course the following semester.**
5. NOTE: ALL first-time online or hybrid course developers will be required to take a training course on Online Pedagogy, and **to schedule a face to face, two-hour orientation to BCC Online Learning** **with the Moodle Administrator Janet Collins**. If you have developed other online or hybrid courses, your Dean**,** in consultation with the CTL Director, will determine if the training is required, recommended, or optional
6. Payment for course development will be dependent upon completion of the online pedagogy course (if required), and submission of your syllabus and two weeks, modules or units completed -- with syllabus, interactive activities, readings, and design elements in place -- and posted to the LMS.
7. **Priority for the selection of new online courses will be given to:**
* **Courses that help to deliver degree programs more fully online**
* **Courses in any discipline that are in high demand**
* **Courses not currently available online**
* **Courses that are needed across programs, and may have strong programmatic demand**
* **Courses that would attract higher enrollments if they were available online**
* **Courses proposed by faculty who have not previously developed an online course**

**Proposals that meet the above priorities are not guaranteed approval**

**Online or Hybrid Course Development Proposal**

Please fill out this form online:

* Click once in appropriate check box or the gray text boxes and type your information. The box will expand in size as you type.
* When you have finished the form choose “SAVE AS” TO YOUR SHARED DRIVE OR FLASH DRIVE
* Forward via email attachment to your Dean

**APPLICANT SECTION**

Date       Name

1. Course you are proposing to develop:
2. How many credits is this course:
3. **When would you plan to offer this course:**

**[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_**

1. This course will be

[ ]  Fully online

[ ]  Hybrid

1. Have you ever taught online?

[ ]  Yes

[ ]  No

1. If so, what courses, where, and when:

Course       Institution      When

Course       Institution      When

1. Which LMS’s have you used?

[ ]  Blackboard

[ ]  Moodle

[ ]  Desire2Learn

[ ]  Angel

[ ]  Other. Describe

1. **Please describe how you will support interaction in your course. Be sure to include how you will foster student-instructor, student-student, and student-content interactions using LMS and other tools. For reference, please review this article: “Guidelines for Establishing Interactivity in Online Courses,” by Mark Mabrito** [**http://tcc.kcc.hawaii.edu/previous/TCC%202002/mabrito.html**](http://tcc.kcc.hawaii.edu/previous/TCC%202002/mabrito.html)

1. **Features I plan to use in my course (choose all that apply):**

**[ ]  Email**

**[ ]  Discussion Board/Forum**

**[ ]  Blogs**

**[ ]  Wikis**

**[ ]  Youtube & other videos**

**[ ]  Presentations**

**[ ]  Podcasts**

**[ ]  Assignments**

**[ ]  Quizzes**

**[ ]  Other. Describe**

1. Please indicate any special applications or multimedia support you will need to support your online or hybrid course:
2. Please include any other information you believe is pertinent to this application:

APPROVAL SECTION

[Routing: Dean, Funding approval, CTL, VP of Academic Affairs, back to CTL, notification to faculty member]

Dean’s Recommendation

Online Pedagogy Training

[ ]  Required

[ ]  Recommended

[ ]  Optional

Electronic Signature

[ ]  I affirm that this is a valid Electronic signature

Funding Approval - Check appropriate box and sign

Source of Funds:

[ ]  $500/credit for fully online course

[ ]  $250/credit for hybrid course

Electronic Signature

[ ]  I affirm that this is a valid Electronic signature

Academic Technology Comments

VP of Academic Affairs

[ ]  Approved

[ ]  Not Approved

Comments

Electronic Signature

[ ]  I affirm that this is a valid Electronic signature