Distance Learning GenEd Course Development Proposal

Distance Learning Course Development Guidelines

The General Education Program invites proposals for the development of new online courses, as well as online versions of existing courses.

PURPOSE

The purpose of this initiative is to convert a new cohort of face-to-face courses and also to develop new online sections thereby expanding the accessibility of needed courses to satellite campuses (TUJ, etc.), adult learners, veterans/armed service members. The development of a new online course or the conversion of a face-to-face course to online delivery requires transformation. This initiative underwritten by the GenEd Program will fund the transformation and will support the necessary training through Temple’s Office of Distance Learning, http://www.temple.edu/oll/

ELIGIBILITY

Any full-time tenured or non-tenured faculty members teaching in the GenEd Program are eligible to apply.

TO APPLY

1. Submit a two-page proposal describing the following:
   - Course name and number(if known)/Department offering the course
   - Anticipated frequency of offering
   - Number of students anticipated in an online section
   - Submit to the GenEd office, 714 Carnell Hall (040-07)

2. Before submitting a proposal all applicants must consult with Dr. Dominique Kliger (dominiq@temple.edu), Director of the Office of Distance Learning, to determine if other resources or assistance are needed/available outside of your expertise.

3. Both individual and team submissions will be considered.

4. Complete the application (Please see coversheet).

5. Submit an approved (Department Head and Dean signature) application.

6. Applications will be accepted on a rolling basis throughout the spring term 2012.
7. All applicants will be notified of the funding decision by e-mail within three weeks of submission.
8. For the first cycle of proposals the number of accepted course proposals is limited to a maximum of two (2) courses per GenEd Breadth area.
9. If you are planning to submit a proposal as an instructor in the Analytical Reading & Writing Program and the Intellectual Heritage Program be advised that only team proposals with the endorsement of the respective directors of the will be considered.

STIPEND/SUPPORT

Each course developer/development team will be eligible to receive up to $4,000. Upon approval of the course by the GenEd Executive Committee (GEEC) successful applicants will receive $2,000 and provide access to the course’s Bb site, including readings, videos, assignments, etc. Upon completion of the course being taught (with the submission of a complete course e-portfolio) and confirmatory sign-off by GEEC, the successful applicant will receive the remaining $2,000.

GRANT SELECTION CRITERIA/EXPECTATIONS

Members of the GenEd Executive Committee as well as representatives from Temple’s Office of Distance Learning will select successful applications based on a 15-point total system. Each of the 3 items (1a, 1b, and 1c) will be evaluated on a 5-point scale with 5(highest) and 1(lowest):

1. Quality of the development plan will be evaluated using the criteria below:
   a. Extent of consideration given to and details about student-student, student-teacher interaction in an online environment
   b. Extent of consideration given to and details about GenEd learning goals
      (http://ened.temple.edu/students/requirements/gened-program-goals/) as well as assessment and evaluation in an online environment
   c. Feasibility of the development timeline

If the grant is funded:

- You will be required to participate in the 20/20 Virtual Teaching Program offered by the Office of Distance Learning.
- Priority will be given to courses that have not been offered previously.
- You will be required to meet periodically with the support staff of the Distance Learning office as well as the GenEd Area Coordinator.
- Signatures of the developer/instructor, department head, and dean on this application, when accepted for funding, indicate a commitment of the faculty member, department and college to offer the developed course as described. Should the faculty developer be unavailable to teach the course after development, the department will assign another similarly qualified instructor to teach the course.

At the completion of the project, awardees may be called upon to share their experience and expertise with colleagues, for example, in grant preparation briefings for prospective applicants, a teaching conference presentation, an OLL campus event, or one-on-one or group peer consulting with a colleague.
APPLICATION CHECKLIST (Please make sure you cover all eight areas in your proposal):

1. Describe the need for an online section of this course and how the online section will benefit students and the GenEd Program.

2. After consulting with Dr. Dominique Kliger, briefly indicate the technology to be used and the month that you would like to attend the Virtual Teaching Program.

3. Discuss your plans for student-student, student-teacher, and student-content interaction in an online environment.

4. Discuss your plans for assessment and evaluation in an online environment.

5. Discuss your plans for media (if applicable) and materials to be used in the course.

6. Review the quality standards provided with this application. Discuss how you plan to incorporate these standards into the development.

7. Include a timeline for development up to the semester in which the course will first be offered.

8. Please list the names and emails of team members.

APPROVALS
Developer/Instructor: ____________________________ Date__________________

Department Chair: ________________________________ Date__________________

College Dean/Designee: ____________________________ Date__________________

Dir. of Distance Learning __________________________ Date__________________