

Application for Support to Develop an Online Course

Faculty who have been asked by their department to develop an online course may apply for support from the Office of Online Program Development and Support (OPDS). Decisions for financial support of online course development are based on projected course demand, eLearning Services capacity and the budget allocation to the OPDS. To qualify for consideration for support, the online course must meet certain criteria:

1. The College agrees the course will be listed as off-campus/online.
2. The course must have a history of average enrollments of 20 or more students per offering over the past three years.
3. Faculty and instructors must offer the course through Blackboard.
4. Faculty and instructors must participate in customized training from Faculty Development and Instructional Design Center.
5. Faculty and instructors must agree to deliver their course content on schedule to the instructional design team to facilitate a timely development process. The administrator who cosigns this application will be provided a monthly progress report.

Course Timeline Expectations: Online course development is a time intensive process and requires 4-6 months to produce a quality course. **For this reason applications must be submitted to the Office of Online Program Development and Support by December 1 for consideration for a course to be offered in the following summer/fall sessions; and May 1 for a course to be offered in the following spring semester.** If the application is accepted, the development team, including the faculty, will adhere to an agreed-upon development schedule developed by the participants.

Development Services for Accepted Courses: eLearning Services will provide approximately 200 hours of support unless arrangements for additional time are negotiated. Support services include instructional design, multimedia development, audio and video encoding, audio transcription, illustration and graphic design, and quality assurance testing. Online courses developed through eLearning support are expected to adhere to Quality Matters™ standards (www.QualityMatters.org). eLearning Services will then support the course as long as it is offered online/off-campus.

Customized Training – Faculty and instructors of the course will agree to take the *Online Teaching/Development Readiness Self-Assessment* survey developed by Faculty Development so that a customized training plan can be developed to fit your needs. Training for faculty course developers may include a 6-week online course with the outcome being materials ready to be submitted to eLearning for course development.

Department/College Support for Online Course Development – In the event that a course's online development cannot be wholly supported by OPDS funding, eLearning will supply a cost analysis to the faculty and the department chair. OPDS will engage in discussions with the faculty and administrators to determine other ways to support quality online course development.

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The following must be completed and signed by the faculty member(s) and department chair then either scanned and emailed to Aline Click (aclick@niu.edu), or sent via campus mail to the Office of Online Program Development and Support, in the Division of Outreach, Engagement and Regional Development, Founders Memorial Library 338.

Faculty Information:

Name(s) of faculty _____

Phone _____ E-mail _____

Department Information:

Department Name _____

Department Chair's Name _____

Chair's Phone: _____ FAX _____

Chair's E-mail _____

I have attached learning outcomes and a syllabus for the course.

Course Information

Course Number _____ Title _____

Proposed semester when the course will be scheduled for the first time. _____

Is this course part of a sequence or program that is considering online development?

Yes ____ No ____

If yes, please describe: _____

Please work with your department chair or college off-campus coordinator to provide enrollments in all sections of this course over the past 5 years.

Year	Spring Semester	Summer Semester	Fall Semester

Course Audience

Is this course required for any of the following? (Check all that apply)

- In the major field of study
- Licensure in the major
- Certificates
- Statewide regulations
- National regulations

Identify any programs for which this course is a required or recommended elective.

Describe how this course fulfills any general education requirements, if any.

Enrollment Projections – Please work with your chair and/or off-campus coordinator to describe the market for expanding enrollments for this course by providing it online.

Blackboard Experience – If online instruction is a new modality for faculty and instructors, it is highly recommended that those individuals receive support from NIU Faculty Development. An *Online Teaching/Development Readiness Self-Assessment* developed by Faculty Development may be used to identify ways the training can be customized. Please list the expected instructors and faculty who will teach this course so that they can be invited to participate in the self-assessment and training.

Additional Requirements – Faculty course developers must accept the following conditions in order to receive support in developing an online course.

- Agree to establish and stay on a development schedule with an NIU eLearning instructional designer.
- Agree to host the online course in the Blackboard course management system.
- Agree to take the *Online Teaching/Development Readiness Self-Assessment* and all instructors to participate in recommended training to teach online.
- Have read and accept the university **Guidelines for Online Courses**:
 Undergraduate - <http://www.niu.edu/provost/policies/appm/III23.shtml>
 Graduate - <http://www.niu.edu/provost/policies/appm/III22.shtml>
- Have read and accept NIU’s **Intellectual Property Policy**:
<http://www.niu.edu/provost/policies/appm/16.shtml> (See item IV. d).

SIGNATURES

Faculty Developer _____ Date _____

Department Chair _____ Date _____

Dean _____ Date _____

Approved by the Office of Online Program Development/Support _____ Date _____

Received by eLearning Services to begin development _____ Date _____

Received by Faculty Development to schedule training _____ Date _____