

## Application for Support to Create an Online Program at NIU

Departments interested in developing an online program (e.g. a major, a baccalaureate completion program, a certificate and/or a graduate degree or certificate) may apply for support from the Office of Online Program Development and Support (OPDS). Such support may include:

- Instructional and graphic design will be coordinated between the department and eLearning Services to build a coherent program brand and style.
- Instructional design and development by eLearning Services to build quality courses, following the Quality Matters™ rubric.
- Customized training in online pedagogy and Blackboard procedures from Faculty Development.
- Promotion of the program to the targeted audience by the Outreach Promotion team in Outreach, Engagement, and Regional Development. Promotion includes customized email campaigns to assess prospects for the program and to encourage application of those prospective students meeting the program's criteria.

To be awarded these support services the online program must meet certain criteria:

1. The College agrees the courses will be listed as off-campus/online.
2. The program has a history of average enrollments of 20 or more students per offering over the past three years.
3. Faculty and instructors will offer the courses through Blackboard.
4. Faculty and instructors attend customized training from Faculty Development and Instructional Design Center.
5. Faculty and instructors agree to deliver their course content on schedule 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 course 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.

**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](http://www.QualityMatters.org)). eLearning Services will then support the courses 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 department's 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.

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The following must be completed and signed by the department Chair and Dean then either scanned and emailed to Aline Click ([aclick@niu.edu](mailto: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, FO 338.

Name of Program: \_\_\_\_\_

College: \_\_\_\_\_

### Department Information:

Department Name \_\_\_\_\_

Department Chair's Name \_\_\_\_\_

Chair's Phone \_\_\_\_\_ FAX \_\_\_\_\_

Chair's E-mail \_\_\_\_\_

### Program Information

Please describe the professional role of this program to its target audience. For example, does it provide licensure, certification, or lead to a graduate program that permits career advancement?

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List similar programs offered by competitors (note if they offer online programs, blended, or special formats).

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

- 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**

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 _____