Course Development Application

Before you proceed, make sure that you have already completed **Step 1**: https://forms.office.com/r/7gL3y2UEb5

STEP 2

Who should fill out this Course Development Application?

- Faculty who **are already** certified to teach online and want to develop a new course to be taught in an online asynchronous or blended modality.
- Faculty who are **not** certified to teach online and want to **develop a course not previously approved for an online asynchronous or blended modality.** These faculty must be sure to check "No" to the question "DE certified?" which is found in section 1 of Part A on this form. These faculty members are required to complete the eLearning Academy (eLA) training. For information on the eLA, see the "eLA" section on page 2.

To read more about the modalities, see Looking for an Online Class?

Approval Process for DE Course Development
Each department determines which courses are to be offered in a DE format, initiates the approval process for new DE courses, and determines how many can be offered each semester. All course development proposals must receive the chair's approval. If a chair does not support the proposal, the instructor is provided with a reason in writing. The campus departments notify their counterparts at the other campuses. Finally, the Distance Education Committee (DEC) provides a vote on the proposal. If you have questions, please speak to your department chair.

How to Complete This Form
This form requires various signatures, questions for your academic chair, a departmental vote, and a vote by DEC. A syllabus (aka course outline) must be attached or sent along with the application.

The form should be completed in this order:

  Part A. Faculty member;
  Part B. Department chair;
  Part C. Campus associate dean and campus executive dean;
  Part D. Center for Teaching and Learning.

Once all the signatures are in place and the departmental vote has occurred, the form should be

emailed to CTL at CTL@sunysuffolk.edu. Email is preferred, but a hard copy can be sent via interoffice mail to the CTL office at the Ammerman campus, Huntington Library, room L10. CTL will then share the application with DEC. Please submit your application, along with all applicable signatures, no later than:

- the first Monday in November to teach in the upcoming fall
- the first Monday in April to teach in the upcoming spring

eLA
The eLA is a fully asynchronous program with content in Brightspace. The purpose of the eLA training is to equip faculty with the pedagogical and technological knowledge to develop and successfully deliver online courses. The eLA is offered once in the fall and once in the spring. The application to take this training is due about **one year** prior to the semester in which you plan to teach. Online courses can be taught for the first time only during 15-week Fall/Spring semesters. Faculty who are new to online teaching are not allowed to teach for the first time in the summer semester.Please see the complete list of eLearning Academy learning outcomes.

After completing the eLA, faculty members are expected to revise their syllabus based on the training that emphasizes instructor presence, student-to-student interaction, digital accessibility of course materials, and federally mandated Regular and Substantive Interaction (RSI). Use the syllabus template, which is approved by Academic Affairs and can be downloaded at the CTL website under Documents/ Resources.

The Center for Teaching and Learning team members are available to provide course development support and guidance in the revision process. Email CTL@sunysuffolk.edu to schedule a consultation.

Part A. Faculty Member

1. **Faculty Information**

    a. Faculty Name:

    b. Faculty SUNY Suffolk email address:

    c. Employment Status:

        i. Full Time

        ii. Adjunct

    d. DE certified?

        i. Yes

        ii. No

    e. Faculty Signature:

    f. Date:

2. **Department Information:**

    a. Department name:

    b. Academic Chair Name:

3. **Campus:**

    a. Ammerman

    b. East

    c. Grant

4. **Course Information**

    a. Course Code and Number:

    b. Course Name:

    c. Proposed Modality (please refer to Looking for an Online Class?):

        i. Fully Online (asynchronous)

        ii. Blended (a combination of asynchronous and traditional in-person)

    d. Pilot or Full Proposal?

        i. Permanent DE Proposal

        ii. Two-Semester DE Pilot

5. **Provide a rationale**

    In the box on the next page, please explain in 300 words or less your rationale for proposing this course in the chosen DE modality. Consider the following questions in your response:

    - What evidence do you have that this course in a DE format best serves SCCC students?
    - Explain the unique characteristics and requirements of the DE modality you are choosing and how that will impact your course design, course delivery, and assessment of student learning.
    - Explain how you will conduct continuous improvement in your course design and instruction.
    - Explain what technology tools you will use in your teaching and how those serve distance learners.
    - Explain what teaching and learning strategies you plan to use to ensure student-to-student and instructor-to-student interaction in the course.

Part B. Academic Chair and Departmental Vote

1. **What is the total number of students enrolled in this course for the last two academic years at each campus?**

   a. Ammerman

   b. East

   c. Grant

2. **Did you notify counterpart chairs on the two other campuses?**

   a. Yes

   b. No

3. **Do you approve of this proposal?**

   a. Yes

   b. No

4. **How will offering this course in the proposed modality impact the traditional on-campus modality?**

5. **What is the evidence of the need for this course in an online modality?**

6. **Academic Chair Signature**

    a. Academic Chair Name:

    b. Academic Chair Signature:

    c. Date:

7. **Departmental Vote**

    a. Total votes for:

    b. Total votes against:

    c. Total abstentions:

    d. Date of vote:

Part C. Campus Associate Dean and Campus Executive Dean

Table 1 Campus Executive Dean and Campus Academic Affairs Associate Deans Names and Offices

Campus	Campus Executive Dean	Campus Academic Affairs Associate Deans
Ammerman	Irene Rios (A200)	Sandra Sprows (A200F) Fara Afshar (A200J)
Eastern	Mary Reese (P228)	Jennifer Browne (NFL 127E)
Grant	Donna Ciampa (H104)	Elizabeth Spagnola (H101) Hector Sepulveda (H100) Yaroslava Babenchuk (LRC 158)

1. **Campus Academic Affairs Associate Dean**

    a. Campus Academic Affairs Associate Dean Name:

    b. Campus Academic Affairs Associate Dean Signature:

    c. Date:

2. **Campus Executive Dean**

    a. Campus Executive Dean Name:

b. Campus Executive Dean Signature:

c. Date:

Part D. Center for Teaching and Learning

1. Assistant Dean of Center for Teaching and Learning Name:

2. Signature of CTL Assistant Dean:

3. Date:

For CTL Use Only

DEC Vote

1. Total votes for:

2. Total votes against:

3. Total abstentions:

4. Date of vote: