ONLINE COURSE DEVELOPMENT

REQUEST FOR PROPOSAL

SOUTHERN ILLINOIS UNIVERSITY
EXTENDED CAMPUS
Introduction

*Distance Education Online Course Development* funding is provided by SIU Extended Campus for the development of graduate or undergraduate courses for the online learning environment.

Eligibility

All faculty members within SIU are eligible to apply. New and existing graduate or undergraduate courses will be considered. Interested faculty must meet with an Instructional Designer from the Center for Teaching Excellence (CTE) and complete the SIU Online Development Speed Course prior to receiving funding.

Training & Development Resources

To access the SIU Online Development Speed Course, Quality Online Course Checklist, and other helpful resources, visit the following website by the Center for Teaching Excellence:

http://cte.siu.edu/idblog/instructor-resources/online-kit

Fundable Activities

This application is for existing individual and new courses. This initiative is principally to provide development funding for transferring traditional face-to-face courses to the online learning environment. However, new courses will be considered for funding. Funds requested may include up to one month of salary for the faculty member developing the course as well as a maximum of $250 OTS for each faculty member and department. Note: $500 total OTS.

Faculty compensation will be divided into two payments. One half of the approved salary will be paid at the beginning of course development and the second will be paid when the course is complete and reviewed by CTE. If faculty is responsible for developing more than one course, first and second payments will correspond with the course development sequence, which should be included within the program development plan.

INTELLECTUAL PROPERTY

Online programs developed with funds from SIU Extended Campus must be in compliance with University intellectual property policies and relevant copyright usage laws and standards. Intellectual property policies are available from the Office of Sponsored Projects and Administration.

DISABILITY ACCOMMODATIONS

It is the policy of Southern Illinois University to comply with the provisions of Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq. (“ADA”). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.” All applications submitted must provide verification that the program’s courses and educational materials developed will be compliant with the ADA requirements. Southern Illinois University Web Accessibility Guidelines can be found at:

http://webservices.siuc.edu/accessibility/
SUBMISSION AND REVIEW SCHEDULE

Submit applications to:

SIU Extended Campus, Executive Director, 850 Lincoln Dr. NW Annex Room 135.

It is the faculty member’s discretion when the course will be offered (Spring, Summer, Fall), which should be within one year of the initial approval.

Proposals must be submitted by October 1st for spring semester and March 1st for fall semester. Applications will be reviewed by the Distance Education Council and applicants will be notified by October 30 and March 30th respectively.

SELECTION CRITERIA

Individual courses will be selected to receive funding based upon the following:

1. Thoroughness of the completed proposal.
2. Faculty has met with CTE Instructional Designer and completed the Online Development Speed Course.
3. Course design incorporates quality online instructional approaches. (See Quality Online Course Checklist)
4. Course seeks innovative approaches to online learning.
5. Course plan demonstrates strong learning experiences, opportunities for students to practice and apply knowledge, and methods to check learning and provide feedback to distant students.
6. Course demonstrates extensive interaction between student and faculty, student and student, and student and course content. These can include, but are not limited to, chats, discussion, Web conferencing, podcasting, content interaction, group projects, simulations, and blogging.
7. Proposal clearly describes the design strategies and is realistic according to the proposed development timeline.
ONLINE COURSE DEVELOPMENT
Funding Application

COURSE: Subject Area Code:_______ Number:_______
Full Title:_____________________________________________________________________
HOURS: _____
COURSE DESCRIPTION:

________________________________________________________________________________

Name of Applicant:_____________________________  NTT_____    T/TT _____
College: _________________________
Contact Information: _____________________________________________________________
TOTAL FUNDS REQUESTED:
________________________________________________________________________________

CENTER FOR TEACHING EXCELLENCE
Person you met with in CTE: ________________________________
Date of meeting with CTE: __________Date Online Development Speed Course completed:__________

PLEASE PROVIDE THE FOLLOWING IN A SEPARATE DOCUMENT

1. LEARNING OUTCOMES: List the learning outcomes for this course.
2. DELIVERY: Describe the technologies, materials, and instructional approach that will be used to deliver the course.
3. DESIGN: Describe the types of learning experiences planned for this course and the opportunities for students to practice and apply knowledge.
4. INTERACTION: Describe the types of interaction planned for the course between student and faculty, student and student, and student and course content. Include how you plan to provide feedback to distant students.
5. ASSESSMENT: Provide a plan for evaluating students and for measuring student learning outcomes
6. TIMELINE: Provide your work plan and timeline for development and completion
Faculty needs to clearly understand that the final payment is contingent upon completion of the
development of the course on SIUonline (also referred to as D2L, Brightspace) and upon review and
approval by the Center for Teaching Excellence.

_________________________________  _____________
Faculty Signature   Date

_________________________________  _____________
Chair/Director Signature  Date

_________________________________  _____________
Dean     Date

Mandara Savage
Executive Director, Extended Campus
Approved     Not Approved

James Allen
Associate Provost, Academic Programs
Approved     Not Approved