

In order to offer a course online you will need to complete the following form.

Process

The faculty member offering the course is responsible for obtaining necessary approvals and ensuring that the following steps are taken to complete the form:

1. Faculty receives approval from the department regarding offering a course online.
2. Faculty completes the form.
3. Faculty forwards the form as an e-mail attachment to the appropriate department chair.
4. Department chair forwards the form if approved as an e-mail attachment to the academic dean.
5. If approved, Dean forwards the form as an e-mail attachment to Associate Vice President for Academic Affairs at fitzgeraldg@ccsu.edu
6. Faculty will be notified if limit has been met and additional information is requested

Training

If you have not used the Blackboard Learn course management system please contact the Instructional Design and Technology Resource Center (IDTRC) via email idtrc@ccsu.edu at least eight months prior to teaching your online course. Additional training is available for those who also would like to improve their online course as well as additional certifications through Quality Matters.

Questions

Questions Any questions regarding the process of creating an online section should be directed to Glynis Fitzgerald fitzgeraldg@ccsu.edu. Any training questions should be directed to IDTRC idtrc@ccsu.edu

Online CCSU Course Information Sheet	
Instructor's name	
Instructor email	
Term course is to be offered?	
Department name	
Department designator and number	
Course Title	
Credit hours	
Enrollment cap	
Is this the first time the course being offered on-line?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Level of Technology (check one)	<input type="checkbox"/> Expert user: excellence in online learning. Certified by Quality Matters , etc. <input type="checkbox"/> User: some confidence in online teaching in need of support for improved course delivery. <input type="checkbox"/> Novice: never taught online
<i>Submitted by: (Faculty Name)</i>	
<i>Date:</i>	

Approved by Department Chair:	
CoursEval is CCSU's official software to run the student opinion surveys for online courses. Did your Department provides the IDTRC with your Department's student opinion surveys? <input type="checkbox"/> Yes <input type="checkbox"/> No (please contact the IDTRC idtrc@ccsu.edu)	
Date:	Signature

Approved by Dean:	
Date:	Signature

Please note that courses offered online for Fall and Spring semesters have limitations based on conditions set by the Faculty Senate.

The Online Learning Committee would like to bring to the attention of our colleagues that the new CBA made some significant changes to Distance Learning articles:

https://csuaaup.org/wp-content/uploads/2017/12/June_29_17_Ratified_Contract.pdf

10.15 Distance Learning and Education Technology

The term “distance learning” used herein refers to planned teaching/ learning experience that makes significant use of any of a wide spectrum of instructional technologies to reach students who are separated by physical distance from the instructor. Such technologies shall include, but not necessarily be limited to, live or recorded presentations and material using direct signal or cable, transmission by telephone line, fiber optic line, digital and/ or analog video tape, audio - tape, CD-ROM, computer or internet technology, e-mail or other electronic means.

10.15.1 The decision to offer a distance learning course shall be made by the department offering the course, with the approval of the dean.

10.15.2 Any course so developed shall be subject to Department, School/ College, and University procedures for review and approval of curriculum changes.

10.15.3 A distance learning course that is taught using traditional faculty products of scholarly or creative activity (see Appendix E) shall be taught by that member unless he or she has agreed in writing to an alternative agreement. Curricular materials created for the explicit purpose of governance approval (e.g., course description, outline, learning outcomes) are excluded from this provision.

10.15.4 Within the limits of available resources, the University shall provide necessary support for the development and use of distance learning material. Such support shall include needed training, consultation on instructional design, production of materials, and technical assistance.

10.15.5 The class size requirements of Article 10.3 shall apply to distance learning courses.

10.15.6 A member who develops distance learning material (both content (e.g., traditional faculty products) and delivery (e.g., digital applications)) shall retain intellectual property rights to such material. Any other use of the material shall be prohibited unless agreed to in writing by the member.

10.15.7 As an incentive to the development of courses to be delivered at a distance and/ or courses which significantly incorporate the use of educational technologies in the delivery of such courses, members preparing first offerings of such courses may receive additional load credit not to exceed the total credits for the course. Such load credit may be part of the member’s regular load during the academic year or part of a summer or intersession assignment compensated pursuant to Article 11.2. The member shall receive the normal load credit for teaching the course unless the member and the appropriate dean expressly agree otherwise for compelling reasons.