**COLLEGE OF ARTS AND SCIENCES**

**ONLINE COURSE DEVELOPMENT APPLICATION**

**(2017-18)**

**General information:**

1. This proposal is meant to fund courses that will be available to WSU Global Campus students. If your proposal is for campus-based enrollments only, please contact the CAS Director for your campus.
2. **Deadline** for online course development / revision proposal submission is **March 3rd, 2017**. Decisions will be made by late March and funds will be transferred to the department after July 1st, 2017. This call will fund course developments/ revisions that will take place during summer 2017, fall 2017, or spring 2018.
3. **New courses** developed for online delivery will be funded as follows:
   * **$4500 for a 3 credit course**
   * **$6000 for a 4-credit course that includes a lab-component**

Funds willbe paid directly to the department. The Chair will allocate the funds internally to provide support to the faculty member(s) involved in the design (e.g., cover the cost of a course release or other technical / academic support). In general, funds should not be used for extra compensation for the faculty course designer(s) during the academic year, but may be used as summer salary.

For this granting period, the approval of funds for development will follow this set of priorities:

* Course supports the **development of new online degree programs** (Graduate or Undergraduate). The paperwork for approval of new program (e.g. Notice of Intent) must have been submitted and/or be in the process for being approved.
* Course supports WSU’s online UCORE delivery. Priority areas are [CAPS] and [ARTS] courses.
* Course supports the development of new online minors or certificates.
* Course is currently unavailable online, and supports an existing CAS online degree program (Graduate or Undergraduate majors, minors, certificates).

As you consider the inclusion of online courses into your program’s offerings, do consider their potential as ‘blended course’ offerings that could include students in land-based campuses. Also, do make sure they are included in your program’s teaching rotation, and submitted as part of your instructional needs request to ensure they are taken into consideration.

1. **Redesign/ revision funds** will be allocated only for significant/ major redevelopment of courses that have been part of an existing CAS online degree program (Graduate or Undergraduate) for the last three years, and are in need of being revised. The **total award for revisions will be $1500 per course**, to be paid to the department and allocated by the Chair. Course (re)design activities should not add to the amount of instructional funds requested by departments, and enrollment capability should not decrease as a result of the new course delivery format.

An important consideration is to use the course to increase availability of offerings through an efficient use of current resources. If the course rotation shows low enrollments, do consider offering it every other semester (or as appropriate) to build up enrollments, and update Global Campus on this change so they can plan accordingly.

**Application materials:**

**\_\_\_\_\_ Proposal cover sheet**, including signed Department Chair’s Endorsement

\_\_\_\_\_ **Chair’s Statement**: Please, address how this course’s development/ revision will advance the department’s key strategic objectives in developing new online degrees or supporting existing ones; how it will impact allocation of faculty resources and instructional needs; and how it will impact enrollment, including any potential for new enrollment.

\_\_\_\_\_**Design and Implementation Timeline and Budget**: In addressing course design issues, specify if and how this activity will impact course designer’s teaching load during the design stage, and what provisions department has made to cover any related instructional need created by instructor’s involvement in course design. When addressing implementation, specify when the course is scheduled to be offered for the first time, how it will fit into the online course rotation, and how the department plans to address any costs related to course management, including instructor’s salary.

\_\_\_\_\_\_**Course Syllabus**

*Submit all requested materials to Ana M. Rodríguez-Vivaldi* [*amrodriguez@wsu.edu*](mailto:amrodriguez@wsu.edu) *by March 3rd, 2017 at 4:00 PM or by campus mail to CAS, campus mail 2630. Electronic submission is preferred.*

**COLLEGE OF ARTS AND SCIENCES**

**ONLINE COURSE DEVELOPMENT APPLICATION COVER FORM**

**(2017-2018)**

***Due date:*** *March 3rd, 2017*

**Course Developer: E-mail:**

**Department: Campus:**

**Campus Phone #: Campus ZIP:**

**Department’s Online Courses’ Coordinator or Contact Person:**

**Course number, title, and number of credits:**

**Type of development:** \_\_\_\_\_\_ New course \_\_\_\_\_\_ Revision

**Development period:** \_\_\_\_\_\_\_ Summer 2017; \_\_\_\_\_\_\_ Fall 2017; \_\_\_\_\_\_\_ Spring 2018

**Expected date of implementation of online course: \_\_**\_\_ Fall 2017; **\_\_**\_\_Spring 2018; \_\_\_\_ Summer 2018 \_\_\_\_Fall 2018

Does the course have pre-requirements? \_\_\_\_\_\_. Are pre-requirements available online? \_\_\_\_\_\_\_\_ If so, which are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Is it required for a Major? \_\_\_\_\_\_\_. If so, which major(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is it a required course for other programs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does it satisfy a UCORE? \_\_\_\_\_\_\_ If so, which? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enrollment Capacity:** Will this course be open to WSU Global Campus students only? \_\_\_\_\_\_\_ Will it be offered to land-based campus students as well (blended sections)? \_\_\_\_\_\_

* Number of seats reserved for Global Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of seats reserved for campus students :
  + Pullman: \_\_\_\_\_\_\_\_
  + Vancouver: \_\_\_\_\_\_
  + Tri Cities: \_\_\_\_\_\_\_
  + Other (Please specify): \_\_\_\_\_\_\_

**Course rotation:**

\_\_\_\_\_\_ Every semester; number of sections: \_\_\_\_\_\_\_

\_\_\_\_\_\_ Fall/ Spring Semester (select one); number of sections\_\_\_\_\_\_

\_\_\_\_\_\_ Other (Summer; inter/ winter session; please specify); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sustainability: Will course be part of regular/ on load instruction in the department, or will the department require to hire an outside instructor to deliver the course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Development:** Will Faculty Developer request design support from Global Campus? \_\_\_\_\_YES \_\_\_\_ NO

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair Endorsement:** I have attached a statement regarding course impact on program. In addition, I endorse the attached application and by signing indicate my understanding that if this proposal is funded and the work proposed is not completed within one year, the department will return the funds awarded to the College of Arts and Sciences. I also certify that no additional instructional funds will be requested in support of this proposal.

**Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attachments:** *Chair’s Statement;**Design and Implementation Timeline and Budget; Current or Proposed Course Syllabus*