

North Carolina A&T State University
Instructional Technology Services & Distance Education (ITSDE)
Online Course Development or Enhancement Program Application

Faculty who wish to develop an online course for distance education must apply using this form. The form requires that applicants give a brief description of the course to be developed or enhanced, explain how it advances the department, college or school, and university goals, and obtain the signed authorization of their department chair and dean.

Applications will be evaluated by Instructional Technology Services & Distance Education (ITSDE), in consultation with chairs and deans. Faculty will be notified of decisions within two weeks of application deadline. The faculty member will be required to sign a letter of agreement affirming that he/she will

- abide by copyright laws and the university intellectual property policy
- participate in training and certification as specified by ITSDE
- meet the deadlines established for that program
- participate in periodic reviews of the course as specified by ITSDE

The course will receive an official certification for online delivery after the course passes a Quality Matters peer review and all developmental or enhancement activities have been completed.

After completing this form, please mail/fax to or email a scanned image to:

Gwendolyn Godard
North Carolina A&T State University
Instructional Technology Services & Distance Education
1020 E. Wendover Ave- Suite 109
Greensboro, NC 27405
(336) 334-7081 (Fax)
godardg@ncat.edu

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Faculty Name:	Title:
Faculty Status (Check One): Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Address:
Email:	Phone:
College/School:	Department:

Online Experience

Have you previously taught, developed, or enhanced online courses? Yes No

If yes, please list courses:

Where was the online course taught, developed, or enhanced? _____

Proposed Online Course Information

Course Number (e.g. ENGL 100): _____ Credit Hours: _____

Course Title: _____

Are there prerequisites? Yes No

List required courses

Delivery Target Date (term/year): _____

Is this an enhancement of an existing online course? Yes No

Is this a new online development of an existing face-to-face course? Yes No

Has the course been taught face-to-face at NCA&TSU? Yes No Last Semester taught? _____

If no, has the course been approved by the NCA&TSU Faculty Senate? Yes No

Have you taught this course before? Yes No If yes, how often? (Enter One, 1 2 3 4+) _____

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How many courses are you scheduled to teach during the semester/term in which this course will be developed? (Enter One, 0 1 2 3 4+) _____

Is this course being developed or enhanced for an academic program that has been approved for distance education? Yes No

Is this course part of an approved NCA&TSU degree program under development? Yes No

This course satisfies the requirements for the following program:

(Ex. MS in Information Technology)

Please include any special applications, software, peripheral devices, etc. that may be required beyond the textbook.

Rational for Online Delivery – Write a brief statement explaining why you believe this course is a strong candidate for online course delivery. In addition, please identify your intended audience, and the projected enrollment, etc.

Faculty Agreement

I understand and agree to the University's policies regarding copyright, intellectual property, and course ownership. I also agree to participate in training and certification as specified by ITSDE, participate in periodic reviews of the course as specified by ITSDE, and meet the established deadlines. I also understand that my course must pass a Quality Matters peer review before it is officially certified as an online course and ready for online delivery.

Faculty Signature: _____ Date: _____

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Chair's Authorization

- I authorize the development/enhancement of this course for online delivery.
- The development/enhancement of this online course will advance college/school and university goals.

Comments:

Chair's Signature: _____ Date: _____

Dean's Authorization

- I authorize the development/enhancement of this course for online delivery.
- The development/enhancement of this online course will advance college/school and university goals.

Comments:

Dean's Signature: _____ Date: _____