

Distance education course development request

Complete one form for each course and each instructor.

Instructor and Course Information

Instructor name: _____

ID number: _____

Date: _____

Request Type
(Select one):

**Distance Education
Development Stipend 1**

Faculty member teaching a distance education course for first time ever at COCC

\$400/weekly contact hour

**Distance Education
Development Stipend 2**

Faculty member has taught a distance education course before, but is teaching a new-to-them distance education course

\$300/weekly contact hour

**Distance Education
Major Overhaul Grant**

Faculty member making major changes to previously-taught distance education course (see [Link to Process and Criteria](#))

\$200/weekly contact hour

Submit form to department chair at least one (1) week prior to start of term. Department chair submits form to VPAA at least four (4) days prior to start of term.

Submit form a minimum of two (2) contracted terms before the updated course will be taught.

Online Training
Certificate Complete?

Yes

No (**Note:** OTC must be completed prior to start of course term to be stipend eligible.)

Course Term: _____

Class CRN: _____

Course Credits: _____

Course Subject: _____

Course Number: _____

Class Delivery Method:

Online Remote Remote-Online Hybrid

Course work completed
on the following weekly
contact hours:

| Type: | Number of weekly contact hours (see CourseLeaf): |
|----------------------------------|---|
| <input type="checkbox"/> Lecture | |
| <input type="checkbox"/> Lab | |
| <input type="checkbox"/> Lec/Lab | |

Major Overhauls Only

What are the principal factors driving the overhaul?
Choose all that apply.

Extensive curricular changes mandated by external forces, like state boards and transfer councils or accrediting bodies

Comprehensive program or course outcomes changes approved by the Curriculum Committee

Modifications to program delivery (e.g., a move to concept-based or competency-based instruction from another structure)

- Course structure and organization, like assignment sequences or outcomes associated with course units
- Learning materials, such as recordings of presentations or lectures, learning modules, student-to-student interactions, designing student training for using specialized software, and assignments
- Assessment and evaluation, like exams, rubrics, feedback opportunities
- Universal design and inclusive learning options, including improving course navigation and readability, identifying and remedying barriers to learning, redesigning the curriculum to challenge

1. One’s primary assignment includes keeping course content and instructional methods current and becoming computer literate both in general and to the depth needed in specialized technology in one's subject area. How does this major overhaul request exceed the level of course maintenance and upkeep expected as part of the primary assignment?

2. Briefly describe the aspects of the distance education course you propose to overhaul.

Submission signatures and dates

By signing below, I acknowledge that the stipend will be paid after the course is taught and the course must incorporate a range of digital media, include student-to-student and student-to-faculty interaction [per CBA 8.5.(a)], and also meet COCC accessibility guidelines.

Instructor _____ Date _____

Department Chair _____ Date _____

Approval signatures and dates

Distance Education Committee _____ Date _____ Approved:
 No
 Yes

Vice President of Academic Affairs _____ Date _____ Approved:
 No
 Yes

| Section Reviewed | |
|---------------------|--|
| Request type: | |
| Instructional mode: | |
| OTC certification: | |
| Stipend eligible: | |