

Center for Research, Regional Education and Outreach (CRREO)
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Date: August 28, 2009

To: Members of the College Faculty

From: Gerald Benjamin, Director, CRREO

Subject: Call for Course Proposals for Summer On-Line Courses

The Center for Research, Regional Education and Outreach (CRREO) is coordinating a continuing institution-wide effort to build the range and depth of on-line offerings at SUNY New Paltz. In this connection we invite proposals, from full time faculty and part-time faculty with a well established teaching record with us, to develop and deliver on-line courses for the Summer Session 2010.

Over the past 10 years, SUNY New Paltz students have welcomed summer on-line courses, which allow them to continue their study with us and complete their degrees in a timely manner even if they cannot come to campus during the summer. During the summer of 2009, we offered 89 individual courses or sections. There were a total of 1574 students who completed courses on-line in 2009, an increase of more than 18% over the previous summer. Our on-line courses continue to be well enrolled, and to show generally good student retention and completion.

Distance learning courses are delivered on-line using Blackboard through the SUNY New Paltz server. Training and technical support for these courses are provided by Linda Smith, Instructional Technology Coordinator. This support has allowed interested faculty to develop and refine computer-based pedagogical approaches and become skilled in the use of asynchronous distance learning techniques.

Interested faculty:

1. must have experience using a course management system, preferably Blackboard, in a course they have taught. They should know how to add content, set up discussions, send announcements, hold office hours, use the grade center, etc. or must agree to complete a workshop series for up to six hours;
2. should consult with their department chair before submitting a course proposal to assure that it is in accord with their departmental plans for Summer Session;
3. must agree to have a minimum of the first two weeks' material on Blackboard by May 1st.

Courses not previously offered on-line must be separately approved for on-line delivery through the regular course approval process established in accord with faculty governance procedures. Course proposal forms are available through the Regional Education web site. Please go to www.newpaltz.edu/regionaled/extension. See "Related Internet Links."

At least 10 new courses will be selected for development for delivery on-line for Summer Session 2010; if budget permits, more will be considered. Courses that are within General Education categories or appeal to a broad audience are preferred for summer.

All courses developed for summer on-line offering must be delivered during summer session at least three times within a five year period. Concomitant with the growth of our summer on-line program, new policies have been developed to assure both fair compensation for faculty who develop and deliver on-

line courses and the financial viability of this effort. We will follow the compensations schedule detailed below.

Full or part-time faculty members who have not taught on line, and who develop their first course for delivery on-line will receive:

- regular summer session compensation;
- additional compensation of \$3,000 for designing an on-line course, and
- either the use of a laptop computer for the time the course is developed and delivered or \$300/per year for each of 3 years.

Full or part-time faculty who are developing a second course for delivery on-line will receive:

- regular summer session compensation
- additional compensation of \$2,000 for designing an on-line course, and
- either use of a laptop computer for the time the course is developed and delivered, or \$300/per year for each of 3 years.

Full or part-time faculty who have completed their commitments to teach on-line courses already developed the requisite number of times and wish to develop an additional course (beyond the second) will receive

- regular summer session compensation
- an additional stipend of \$250 each summer they teach the course

Full or part-time faculty who prepare to teach a course already approved for delivery on-line but no longer regularly taught on-line during the summer will receive:

- regular summer session compensation
- an additional stipend of \$2000 for developing an on-line course, and
- either use of a laptop computer for the time the course is being developed or \$300/per year for each of 3 years.

Note: Faculty must submit their course proposal and pedagogical approaches through faculty governance procedures to receive development money.

Proposals should be received by Regional Education no later than October 16, 2009. Send them by campus mail them to Helise Winters, Dean, Regional Education, or submit them through email at wintersh@newpaltz.edu.

Online instruction provides opportunities for both students and faculty. We are pleased to have so many faculty who have already shown a strong and continued interest in developing their expertise and being part of this exploration in learning. We look forward to them continuing and to others taking up this opportunity this year.

For more information, please contact Helise Winters, Dean, Regional Education at 257-2894 or email at wintersh@newpatlz.edu.

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