

Center for Research Regional Education and Outreach (CRREO)
Office of Regional Education

Date: September 2, 2011
To: Members of the College Faculty
From: Gerald Benjamin, Director, CRREO
Helise Winters, Dean, Regional Education

Subject: Call for Course Proposals for Summer 2012 Online Courses

Institution-wide efforts at SUNY New Paltz to build the range and depth of online offerings will continue during the 2011–2012 academic year. Toward this end, we invite proposals from both full-time faculty members and part-time faculty members with a well established teaching record at New Paltz to develop and deliver online courses for the 2012 Summer Session.

Our summer session online courses are fully vetted through our curriculum review process, assuring their quality. These offerings allow our students to progress toward timely completion of their degrees by studying with us, not elsewhere, even if they cannot come to campus during the summer. At the same time, and not insignificantly during this time of fiscal stress, these offerings bring needed resources into our institution.

Our online courses continue to be well enrolled with our own students and students from other SUNY schools, and show generally good student retention. During summer 2011, we offered 91 individual sections with a total of 1792 student enrollments, a slight increase over our previous summer's registrations.

Training and technical support for online courses is provided by Linda Smith, Instructional Technology Coordinator. This support allows interested faculty to develop and refine computer-based pedagogical approaches and become skilled in the use of distance learning techniques.

Qualifications and Conditions for Development Support:

A full- or part-time faculty member interested in gaining funding to support development of a summer online course must:

1. have experience using a course management system, preferably Blackboard (which is used for our online courses), in the courses he or she has taught. He or she must know how to use such a system to add content, set up discussions, send announcements, hold office hours, use the grade center, etc. (Alternatively, he or she may agree to complete a workshop series for up to six hours with the Instructional Technology Coordinator to master these techniques.);

Note: To make sure that his or her experience and expertise with the requisite technology is sufficient, or whether the workshop series would be required, a faculty

member interested in teaching online should submit his or her proposal, with syllabus, for informal review to Linda Smith at smithl@newpaltz.edu after consulting with his or her department chair but before formally submitting the proposal to CRREO by the deadline specified below.

2. consult with his or her department chair before submitting a course proposal to assure that it is in accord with the department's plans for Summer Session;
3. agree to have a minimum of the first two weeks' course material on Blackboard by May 1, 2012 and
4. agree to teach a course for which development funds are provided during summer session at least three times within a five year period. (A faculty member who fails to meet this requirement may be asked to return a portion of the development money awarded to him or her.)

Deadline: The course proposed for development funding must be submitted under separate cover to the Office of Regional Education by October 17, 2011. Proposals may be sent electronically to wintersh@newpaltz.edu or in hard copy to Helise Winters, Dean, Regional Education.

Course Approval for Online Offering: In a parallel process, courses not previously offered online must be separately approved for online delivery through the regular course approval process established through faculty governance. Undergraduate courses must be approved by: the chair of the department in which the course resides; the Council within the relevant school; and the institution-wide Curriculum Committee. Graduate courses must be approved by the Graduate Council.

Course proposal forms are available through the Regional Education web site at www.newpaltz.edu/regionaled/extension (see Related Links). Use of this format and narrative are vital to a successful and timely approval process.

Note: Review for development funds in CRREO and for approval for online offering through the curriculum review process is concurrent.

Scope of program and selection criteria: At least ten new courses will be selected for delivery online for Summer Session 2012. If budget permits, more will be considered.

Courses proposed for development money will:

1. demonstrate planned use of sound methods for online teaching and student assessment;
2. have the prospect of assisting students in making timely progress toward completion of their degrees; and
3. have the prospect of robust enrollment.

Note: In accord with these criteria, general education courses and required or traditionally heavily enrolled courses in major fields are preferred.

Development Funding Levels:

1. A full- or part-time faculty member who develops his or her first course for online delivery will receive:
 - regular summer session compensation;
 - an additional \$3,000 for designing an online 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 three years.

A full- or part-time faculty member who develops a second online course will receive \$2,000 for designing this second course.

2. A full- or part-time faculty member who has completed his or her commitment and wishes to develop an additional course (beyond the second) will receive:
 - regular summer session compensation;
 - an additional stipend of \$250 each summer he or she teaches the course.
3. A full- or part-time faculty member who proposes to teach a course already approved for online delivery but is no longer taught online during summer should send his or her proposal demonstrating his or her own approach to the course directly to the Office of Regional Education for review and approval of development money. If approved, the faculty member will receive:
 - regular summer session compensation
 - an additional \$2,000 for designing his or her own online course
 - either the use of a laptop or \$300/per year for each of three years.

Online instruction provides opportunities for both students and faculty. We are pleased to have so many faculty members who have shown a strong and continued interest in this program, and look forward to them continuing. We encourage other faculty members to consider this opportunity.

CC Karen Bell, Interim Dean, School of Education
Don Christian, President
Dan Freedman, Interim Dean, Science and Engineering
Laurel Garrick-Duhaney, Associate Provost and Dean of the Graduate School
Mary Hafeli, Dean, Fine and Performing Arts
Hadi Salavitabar, Dean, School of Business
James Schiffer, Dean, Liberal Arts and Sciences
Cheryl Torsney, Interim Provost and Vice President of Academic Affairs