To: Deans, Department Chairs, and Faculty  
From: Heidi Schweizer, Ph.D., eLearning Director, Center for Teaching and Learning  

Date: Aug. 2012

For the fifth year in a row, the Center for Teaching and Learning (CTL) is soliciting applications from faculty interested in developing and teaching an online course. The CTL will provide instructional design and multimedia services as well as financial support ($3,000/faculty) for up to five faculty to design an online course to then be taught during the Summer Session 2013. The process used for course design is a team approach with the faculty member serving as the content expert while working one-on-one with an experienced instructional designer and multi-media specialist.

No prior experience with online design or online instruction is required. Faculty interested in applying should provide the information requested below and email to Heidi Schweizer by Oct. 1, 2012.

(1) Name of instructor:
(2) Name and number of course:
(3) Core course: ___Yes ___No
(4) Number of students in a typical section:
(5) Brief explanation (i.e. pedagogical, accessibility, flexibility) as to why you are interested in converting the course to the online format:
(6) Statement of support from faculty member’s department chair – ask your department chair to email me directly.

Five individuals will be selected by Oct. 15th based on the following criteria:
- Core courses will be given preference, but all courses are eligible
- Undergraduate courses will be given preference, but graduate courses will be considered
- Courses that have a broader footprint; e.g. large enrollments, service courses
- Courses that students typically have difficulty scheduling
- Faculty availability to commit 50 hours to the design process – the course design process can begin as early as November 2012 or as late as January 2013. All course development work must be completed by May 1, 2013.
- Department Chair sign off
- Submit application by Oct. 1, 2012