TO: Deans, Department Chairs, and Faculty
FROM: Heidi Schweizer, Ph.D., eLearning Director, Center for Teaching and Learning
DATE: September 2013

For the sixth 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 either the Summer Session 2014 or Fall Session 2014. 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, 2013.

(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 in October based on the following criteria:

- 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 2013 or as late as January 2014. All course development work must be completed by May 1, 2014.
- Department Chair sign off
- Submit application by Oct. 1, 2013