



onliners

process

Criterion

- Impacted Courses
 - a) dept cannot meet high demand
 - b) classes w/consistently high enrollments (scheduling flex)
- Survey and Intro courses meeting Gen Ed req.
- Specific Ed needs of student pop (attract new students)
- Create Dept. course template
- 1 and 2 unit courses (can derive from 3 and 4 unit)
- New faculty developers priority to returning

Misc DLAC Guidelines

- 1st course should be offered at least once before faculty develop their second course
- course should be offered the semester after development, not with a semester (e.g., sabbatical) in between
- new courses taught by the same faculty member should be brought on board for delivery in separate semesters
- if development done as a sabbatical project, faculty follows the est. development process but does not receive release units

Delivery of Online courses not considered as add'l units for the department.

Step 1: TMI Application and Submit to DLAC

→ Fill out application

- Returning Developers
- New Developers

- Attach course outline
 - Existing lecture course copy
 - or, Draft for new course (Curriculum Committee format)
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- Complete Survey

Discuss course plan with:

- a) Colleagues
- b) Dept Chair
 - Get Signature on Application
- c) Dean
 - Get Signature on Application
- d) Dept. Curriculum Committee (as applicable)

Step 2: AFT Agreement & Curriculum Committee

- Submit completed & Signed "Agreement Re: Development/Teaching Distance Education Classes" (AFT 2121)
- Contact TMI Coordinator, Janet Willett
- Submit online course outline to CC for approval.

Step 3: Development

Option 1: Required for new developers (opt. returning)

Option 2: For returning developers (taught at least one online course at CCSF)

- Team Development Option*
 - Work with ID team
 - Week 1: Faculty and ID schedule one-on-one meetings.
 - Required training attendance
 - Flex Day; Weeks 1-4: Pedagogy: Teaching and Learning Online
 - Week 4: CMS Workshop (inc. accessibility)
 - Week 5: CMS Special Feature Workshop
 - Week 6: CMS Special Feature Workshop
 - Optional training
 - Web design/html workshop
 - Monthly Onliners meetings
 - Accessibility Review
 - Course Development Week 8 Deadline
 - 1 - semester completion
 - or continue with 2-semester development process

- Online Peer Assigned for Assistance
- CCSF Rubric - Use to guide course development
- Returning Developers Course for reference and milestone completion.
- Team Review and Signoff of Course → KEY DATES Calendar

Overview and Intro to the CMS