

APPLICATION FORM
DISTANCE EDUCATION
INTERNET COURSE DEVELOPMENT GRANT

CREDIT COURSES

NAME _____

COLLEGE _____ DEPT _____

HOME ADDRESS _____

PHONE: Home: _____ Work: _____

EMAIL (required): _____

1. _____ FULL-TIME FACULTY _____ PART-TIME FACULTY
_____ NEW DE INSTRUCTOR

2. Course you would like to develop and/or teach _____

3. Semester course will be offered: _____

4. This course will be:
- _____ a new online course developed completely by you (\$1000 stipend)
 - _____ a course using e-pack for major part of instruction (\$400 stipend).
Publisher of e-pack _____
 - _____ a new section of a master course (\$250 stipend)
 - _____ an existing course in which you will replace the instructor who developed the course (no stipend)

5. Why would this course be appropriate/desirable for distance education delivery? (Include information on typical student taking course, as well as adaptability of content to the Internet. Attach extra page if necessary.)

6. _____ I have attached the Track Your Progress page from the Faculty Certification in Technology website (icrc16.hccs.edu) to show that I have completed the required courses for teaching a distance education course at HCC, including the Orientation to DE at HCC class, the Copyright and Library Literacy class, and the Blackboard Vista I-IV classes.

OR

_____ I am qualified by virtue of having taught, within the last three years and for at least three semesters, an online course using WebCT in the HCC Distance Education program and have taken the Blackboard Vista Transition Class.

I have read the attached policy information (page 3) and agree to the conditions of this grant:

PROFESSOR'S SIGNATURE:

_____ DATE: _____

DEPARTMENT CHAIR APPROVAL: (or Dean's signature, if applicant is dept. chair)

_____ DATE: _____

DISCIPLINE COMMITTEE APPROVAL: (ACADEMICS ONLY)

_____ DATE: _____

For Distance Education use only:

DISTANCE EDUCATION APPROVAL:

_____ DATE: _____

DEADLINE FOR APPLICATION: last Friday in March, for course to be taught in the following academic year. Applications submitted later may be approved, but stipends may not be available.

RETURN FORM TO Mary Beth Schillaci
DISTANCE ED. – 3100 Main, MC 1740 or FAX 713-718-5388

Policies related to awarding of development grants:

- A. The DE Department uses a once-a-year application process by which faculty apply for development/training grants to create new DE courses or teach existing or master courses for the following school year. **The application period for the following academic year begins November 1 and ends near the end of March.** If applications are submitted past the deadline, stipend funding may not be available. Courses can be developed without stipend funds, but even if a stipend is not requested, a professor must fill out the form to teach a DE course for the first time.
- B. Stipends will not be provided for the development of a course if that course exists as a master course; however, there is a stipend available for an instructor to teach a master course for the first time. NOTE: A master course is a complete, fully-developed course for on-line delivery that satisfies the curriculum requirements as set forth by the discipline and that meets the quality requirements of a standardized rubric. It is developed by a team of professors chosen through an application process.
- C. The DE Department reserves the right to deny approval for development of a particular course based on need, enrollment trends, equitable distribution of sections across colleges, and other factors.
- D. All new courses must be developed using the Blackboard Vista course management system. DE cannot provide technical support for any course not developed using this course management system. All DE courses must be housed on the Blackboard course servers.
- E. A professor who has developed a new DE course with a development stipend is required to teach that course for a minimum of two semesters.
- F. A new DE professor will be approved for development of one course only during his/her first semester of DE teaching. Only one section of that course is recommended for the first time teaching this course. The course must be offered for the first time in the fall or spring semester, not the summer term.
- G. All faculty teaching DE for the first time at HCC (whether developing their own course or teaching a master course section) are required to have completed the minimum training requirements. These include the following classes offered through the Certificate in Technology program:
- **Orientation to Distance Education at HCC**
 - **Copyright and Library Literacy**
 - **Blackboard Vista: Interface and Organization**
 - **Blackboard Vista: Content and Communication**
 - **Blackboard Vista: Assignments and Grading**
 - **Blackboard Vista: Assessments and Reporting**

For application approval, documentation must be attached in the form of a print-out of the "Track your progress" page, which shows courses completed.

The above-mentioned courses are offered in-person at the Curriculum Innovation Centers at each of the colleges and at 3100 Main. Some are also offered on-line. For information, program enrollment, schedules, and class enrollment, go to:

- The HCC homepage, choose "Faculty & Staff"
- In the Instructional Support column choose "Instructional Media Center,"
- Under the Educational Technology Training Programs column choose "Faculty Certification in Technology (CIT),"
- Click on "CIT Schedule & Enrollment,"
- Then click on "CIT Program Enrollment." or go directly to:
http://icrc16.hccs.edu/public/CERT_TEACH01/index.html

NOTE: An exception to this requirement is made for faculty who have taught DE classes at HCC before but only using WebCT. These faculty must only take the **Blackboard Vista: Transition from WebCT** course found through the same directions as above.

- H. A course review, performed by department and discipline chairs, is required prior to offering any new course to students. No course development stipends will be provided to faculty until the course has been approved by the department chair and discipline chair and has "made" with a sufficient number of student enrollments. For chair approval forms, see <http://distance.hccs.edu/de-staff/instructions.html> and follow the appropriate links. It is highly recommended that the department and discipline perform this post-development review by August 1 for fall courses and by January 4 for spring courses.

If the course review and approval are not completed by the deadlines above, and the course is already included in the HCC Course Schedule, the course will be offered to students pending department chair/discipline chair approval.