

APPLICATION FORM  
DISTANCE EDUCATION  
INTERNET COURSE DEVELOPMENT GRANT

**CONTINUING EDUCATION COURSES**

NAME \_\_\_\_\_

COLLEGE \_\_\_\_\_ DEPT \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_

EMAIL (required): \_\_\_\_\_

1. FULL-TIME  or PART-TIME at HCCS  NEW DE INSTRUCTOR

2. Course title you would like to develop: \_\_\_\_\_ WECM #: \_\_\_\_\_

3. This course will be a:

a new Blackboard Vista course

a course provided or supported by a publisher: \_\_\_\_\_  
(name of publisher)

\* see stipend explanations on page 2

4. Anticipated # of contact hours for this course: \_\_\_\_\_

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 certify that:

- I have basic computer skill proficiency as outlined by Distance Education (see attached guidelines, through the Certification in Instructional Technology program.
- If approved, I will agree to teach this course consecutively each quarter for one calendar year.

\_\_\_\_\_  
(Faculty Signature)

DEPARTMENT CHAIR APPROVAL:

\_\_\_\_\_ DATE: \_\_\_\_\_

PROGRAM MANAGER, ONLINE CONTINUING EDUCATION APPROVAL (SYSTEM OFFICE)

\_\_\_\_\_ DATE: \_\_\_\_\_

For Distance Education use only:

DISTANCE EDUCATION APPROVAL:

DATE: \_\_\_\_\_

7. Semester course will be ready to offer: \_\_\_\_\_

8. I am requesting:

- a course development stipend which will be paid upon course development completion and course “making” for the first time
- course development training from the Instructional Media Center (IMC).

Schedule for submitting Application Form for New or Converted Distance Education Course:

To Teach the Course by:

You Must Submit the Application to DE:

Any fall semester

By May 1 of the previous spring semester.

Any spring semester

By Sept. 15 of the previous year.

**Note:** *An online orientation is required for all new and existing DE web-based courses although on-campus orientations may also be presented if desired by faculty.*

\* Explanations from #3:

- A new Blackboard Vista course contains brand new materials developed by the instructor specifically as a distance education course. This development grant will earn a stipend depending on the number of contact hours in the course:

<u># of Contact Hours</u>	<u>Stipend</u>
7-24	\$250
25-36	\$500
37+	\$1000

- A course provided by a publisher (commonly known as e-packs) will use, for the major part of instruction, materials created and provided by a publisher or other source. The creation of a HCCS DE course from an e-pack will earn a stipend of \$250.

RETURN FORM TO PATRICIA ARMITAGE, MC 1788, FAX 713-718-5202

YOUR REQUEST WILL THEN BE FORWARDED TO DISTANCE EDUCATION

Policies related to awarding of development grants:

- A. The Distance Education Department receives limited budget funds to provide stipends to faculty developing new distance learning classes. If funds have expired for any one fiscal year, funding may not be available. This is not a common occurrence.

Courses can also be developed without requesting stipend funds. If that is the case, a professor must still complete this application 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 consecutively each quarter for one calendar year.
- 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.
- 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. Many 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](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 appropriate personnel 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. 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.