

**REQUEST FOR PROPOSALS  
FELLOWSHIP FOR DEVELOPMENT OF A  
WEBCT MASTER COURSE**

**Proposals Due Monday, October 2, 2006, 5 PM**  
Fellowship Period from October 2006 through September 2007

*WebCT Master Course: A complete, fully-developed course for on-line delivery in DE and hybrid environments; satisfies the curriculum requirements as set forth by the discipline; meets a standardized rubric.*

As part of the objectives of the Distance Education Department and the Title V Faculty Leadership Program, HCC is sponsoring a team<sup>1</sup> faculty fellowship with a stipend of \$1,650 per team member to be paid in two installments for the development of a “WebCT Master Course” that will be available for faculty to use in distance education as well as with web-enhanced (hybrid) courses.

One or more of the team members must be a full-time or part-time faculty member who has taught distance education or hybrid courses via WebCT for at least two “long” semesters (summer excluded). Other team members (who have not taught DE or hybrid) should have completed the Basic Certification in Technology (<http://www.hccs.edu/system/InsDev/IT/ICRC/technology/certification.htm>). Team applications will be accepted for the following courses:

Title V Faculty Leadership Program Dr. Juan Carlos Reina, Director <a href="http://sophia.hccs.edu">http://sophia.hccs.edu</a> 713-718-5225  GUST 1370 (3 fellows) BIO 2402 (3 fellows) MATH 1324 (3 fellows)	Distance Education Department Dr. Stephen Levey, Exec. Director, Instructional Resources & Technology <a href="http://distance.hccs.edu">http://distance.hccs.edu</a> 713-718-5261  HIST 1302 (3 fellows) BCIS 1405 (3 fellows)
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The team must represent a minimum of at least two *different* colleges. Teams will consist of 3 faculty fellows with the assistance of an instructional designer. An IMC Instructional Designer will assist with the course development process. The faculty team will be responsible for development of the course. Additionally, two reviewers will be selected to serve as quality control advisors in consultation with the discipline or department chair or as decided by discipline or program. A \$300 stipend will be awarded to each reviewer.

Although it is not required, it is strongly recommended that the second master course of a year-long sequence be developed by an entirely different team than the first in the sequence. However, it is acceptable for some team members to remain the same to ensure continuity. In certain departments or disciplines, creating an entirely new master course development team may not be possible. Therefore, the evaluation panel will take this into consideration.

In addition to the above, each successful team applicant agrees to:

- Commit time and effort to complete the Master Course no later than the end of the fellowship period.
- Selected teams of fellows will attend an orientation workshop.
- Research similar courses taught at HCC and at the state and national levels to create a truly exemplary course.
- Present a detailed Instructor's Guide including syllabus, detailed set of instructional resources, and materials so that another instructor in the future can readily teach with the Master Course.
- Develop suitable assessment instruments so the effectiveness of the instruction with the Master Course may be measured.
- Provide resources and on-line resources links.
- Present the Master Course to a panel at the end of the fellowship period for peer review. This panel will minimally consist of representatives from the Title V grants, Instructional Design Coordinators from the colleges, the Instructional Media Center, and the Distance Education Department.
- Revise the course based on recommendations from the peer review process.
- Team members will use the master course for a minimum of two semesters.

All qualified full-time and part-time faculty are encouraged to apply for this fellowship as a team.

Applications must consist of three components or sections:

1. A brief statement of each team member's experience in teaching a course via WebCT, (include any "guest" access to the course(s) and/or WebCT experience.
2. A brief statement of each team member's specific qualifications that are especially pertinent to teaching the course you are applying for.
3. A general outline of how the "Master Course" would be constructed and how it would be taught. Include anticipated teaching strategies, hands on components, and online components.

Applications should be in MS Word. Successful applicants will be notified of their project proposal's acceptance by Monday, October 16, 2006. Submit applications electronically to [lorah.gough@hccs.edu](mailto:lorah.gough@hccs.edu) by October 2, 2006, 5 PM.

<sup>1</sup> Faculty may apply in teams, but team members should represent at least two different colleges. Individual applicants seeking team members should contact their discipline chairs.