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**Dakota College at Bottineau**

**Online and Hybrid Course Development Proposal Form**

Submit to the Director for Academic Affairs, Misty Lindgren: [misty.lindgren@dakotacollege.edu](mailto:misty.lindgren@dakotacollege.edu)

*The proposal period for new course development, redesign, enhancement or change in course format is open twice per year. The deadline for proposals for fall classes is March 15. The deadline for proposals for spring classes is September 15.*

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| **Course Number and Title:** | | **Credits:** | **Proposal Date:** Click or tap to enter a date. |
| **Designer:** | | **Instructor:** |  |
| **Program in which course is required:** | | | |
| **Type of Development**  New online course  Course redesign  Course enhancement  Hybrid course (Requesting to change format of on-campus course) *\*Please note: There is no compensation for changing a campus course to a hybrid course.* | | | **Deadline for Development:**  June 15 (fall course)  November 15 (spring course) |
| **Proposed course is**  Part of a program offered online  A transferable class that would contribute to the AA or AS  One that has appeal to an off-campus audience  Other (Please explain): | **The course designer**  Has experience in creating an online class  Has no experience in creating an online class  **The course instructor**  Is willing to participate in training and mentoring sessions  Has experience teaching online  Has no experience teaching online | | **Schedule**  Fall semester  Spring semester  Summer term  16 weeks  1st eight weeks  2nd eight weeks |
| Full time DCB employees are typically limited to 9 credits of overload per semester. Likewise, adjuncts are typically limited to 9 credits per semester.  **Please list by semester the courses for which separate contracts are (will be) issued.** | | | |
| **Fall** | **Spring** | | **Summer** |
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**Fill out the required information below for a New Course, a Redesign, an Enhancement Project or Hybrid Course:**

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| **New Online Course Development**  Choose appropriate options below:  OER – Open Educational Resources  Developer created content  Publisher provided content  Describe the design project in detail and share examples of what will be included in the new course design:  How many hours do you anticipate working on the new course development?  Additional Information:    *New course design projects are paid based on a rubric scale. The committee will look at the project, publisher materials provided, and hours anticipated. Developers are paid between $175-250 per credit.* |

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| **Online Course Redesign**  Choose appropriate options below:  Converting Entire Course to OER (Open Educational Resources, no textbook at all)  Outdated Content (choose an option below)  Old textbook being used (new version available)  Technology (example: new edition of MS Office)  Industry Standards (example: medical field – related courses)  Publisher Materials no Longer Available  Instructor Preference  Align with campus material  Personal preference  Pedagogy  Describe the project in detail and share examples of what will be included in the course redesign:  Will publisher materials be utilized, or will the project be created from scratch? What type of materials does the publisher provide?  How many hours do you anticipate working on the redesign? Please provide details.  Additional Information:  *Course redesign projects are paid based on a rubric scale. The committee will look at the project, publisher materials provided, years since last redesign/development and hours anticipated. Developers are paid between $150-$225 per credit.* |

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| **Online Course Enhancement**  Describe the project in detail and share examples of what will be included in the enhancement project:  Number of hours entailed (select one) :  0-3 Hours  3-6 Hours  6-10 Hours  10+ Hours  Please provide details:  Expected Outcomes/Value Added:  Additional Information:  *Course enhancement projects are paid based on the type of enhancement and number of hours spent. A rubric is utilized to determine amount of payment. Developers are paid between $50-$100 per credit depending on project.* |

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| **Hybrid Course**  A hybrid course is defined as any course having 20% or more of “traditional in-seat time” offered online. Please note, there is no compensation for changing an on-campus course to a hybrid course.  Associate Dean for Academic Affairs Signature (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_  Prefix/Number/Title of Proposed Course:  Rationale – Please use this section to describe the request as to why this course should be a hybrid course:  Instructional and Technological Considerations – Please describe how you intend to meet the learning objectives of the course and any special technology components that may be needed to help you meet those goals:  Clearly define how the “online” portion of the course will substitute for actual “face-to-face” seat-time:    Comments: |

Please submit this form to the Director for Academic Affairs, Misty Lindgren at [misty.lindgren@dakotacollege.edu](mailto:misty.lindgren@dakotacollege.edu). This form will then be reviewed by the Distance Education Committee at the fall or spring meeting. If your proposal is approved by the Distance Education Committee, it will then be reviewed by the Associate Dean for Academic Affairs and then the Campus Dean. If your proposal is approved by the Campus Dean, the director will notify you and issue a contract along with the Online Seat Time Checklist. The deadline to develop a course for fall online delivery is June 15 and the deadline to develop a course for spring online delivery is November 15. Failure to develop a course by the deadlines specified will result in a **null and void contract** and the developer will need to resubmit a design proposal. *Courses may be denied due to budget restrictions.*