



Online Course Proposal Form
 (for new fully online or hybrid courses)
 [To be initiated by August 1 for Spring course, January 1 for Summer course, and March 1 for Fall course]

Course Number and Title:		# of credits/contact hours:
Instructor Name:	Course Coordinator:	
Division and Department:	Phone:	Email:
Type of Course (Fully Online or Hybrid):		

1. Rationale for developing this online or hybrid course (e.g., fit of subject matter for online learning; high demand; high enrollment; Gen Ed; contributes to a fully online program):

2. Attach a copy of the Course Outline (that follows the current Curriculum Committee guidelines) and your most recent Course Syllabus.

Projected semester for first offering:	Projected number of sections:
Projected frequency of offering (once per year; every semester):	

3. Faculty Professional Development and Experience in Online Learning:

Distance courses (fully online or hybrid delivery) require different approaches and considerations in instructional design and delivery as compared to face-to-face courses. Distance courses will need to be designed and developed based on best practices in online learning and sound pedagogy that will promote high-quality courses and a meaningful experience for students that is comparable to a face-to-face course.

MercerOnline requires that all faculty (full-time and adjuncts) receive formal training specifically geared for online learning (e.g., **MO101/102, MO-201: Advanced Blackboard: Designing and Developing an Online Course**) before undertaking the design and development of a distance course at MCCC.

Have you completed (or are you willing to participate in) the appropriate training?
yes no

If yes, please explain what formal training you have received and when (date):

If no, do you plan to receive training? Please explain:

Have you ever taught an online (or hybrid) course before? yes no

If yes, at what institution and course did you teach online?

If yes, did you work with an instructional designer or receive mentoring when designing and developing the virtual course? yes no If yes, please explain:

4. Course Ownership (See Article XII of the Faculty Contract 2009-2013; Adjunct Federation Contract Appendix A)

As the preparation of your online course will use college resources and will result in additional workload credit (article XII.D.4.d p.15), the faculty member agrees that the materials developed shall be jointly owned by the individual and the Board. A faculty member may, by developing and offering original course materials without receiving the above workload credit, retain individual ownership of those materials.

I choose to designate the materials I develop for this course as jointly-owned.

Signature _____
Faculty Course Instructor/Developer Date

- OR -

I choose to waive any compensation and/or release time in order to retain sole ownership the materials I develop.

Signature _____
Faculty Course Instructor/Developer Date

5. Approved (to start design and development):

Course Coordinator Date

Department Chair Date

Academic Division Dean Date

Dean, Division of IOESS / MercerOnline Date

6. Upon completion of the development of the online course, it must be peer reviewed and approved by appropriate colleagues prior to being offered for the first time.

Approved: _____
Departmental Peer Reviewer Date

Academic Division Dean Date

Dean, Division of IOESS / MercerOnline Date