

Pamela L Harmon

From: Pamela pharmon Harmon - pamelaharmon@triton.edu <do-not-reply@blackboard.com>
Sent: Wednesday, April 03, 2019 8:08 AM
To: Pamela L Harmon
Subject: TADEC: TADEC meeting today
Attachments: Protocol for Online and Hybrid Course Development 2019 (3).docx; Online and Hybrid Course Development Proposal Form 2019.docx

Hilary Meyer, Joseph Beuchel, Myrna Larosa, Regina Hughes, Patricia Shields, Patrick Kushino, Patricia Knol, Erin Stapleton-Corcoran, Sylvia Sztark, Justyna Koc, Selma Mehmedagic

On behalf of the Committee Chairperson Pam Harmon:

Just a gentle reminder, our next TADEC meeting is Wednesday, April 3rd at 2 pm in room H124.

Agenda Items:

- **Online protocol form revision-please review the latest version of the document for approval. Thank you!**
- **Other**

If you know of faculty that might be interested in attending, please encourage them to come.

Feel free to contact Pam Harmon (pamelaharmon@triton.edu) or

Humberto Espino (humbertoespino@triton.edu) if you have any questions.

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TECHNICAL ADVISORY & DISTANCE EDUCATION COMMITTEE

Meeting Minutes, April 3rd, 2019, room H-124, 2 pm

Attendees: Pamela Harmon, Justyna Koc, Selma Mehmedagic, Humberto Espino, Erin Stapleton-Corcoran, Patti Shields.

1. The Peer Review Committee is currently reviewing four courses, CIS110, CIS220, HIA115 and SSC190. They will be completed this spring semester.
2. The Online Course Development Protocol, Online & Hybrid Course Development Proposal forms have been updated and can be found in the Triton College Portal under Faculty Resources, Online Instruction and Documents. Please send faculty questions to e-support@triton.edu , Humberto Espino humberoespino@triton.edu and Pamela Harmon pamelaharmon@triton.edu Questions regarding remuneration can be found on pages 58-61 of the Faculty Negotiated Agreement and handled through Human Resources.
3. Encourage discussions of Online Course Development as proposal forms need to be filled out soon in order to be consider for the next fiscal year.
4. Blackboard requests for Summer courses will begin April 15th and Humberto will be sending out a notification of this as well.
5. Examity, the proctoring program for online instruction is going well and is having positive feedback.
6. Faculty who are in need of assistance with Blackboard, please attend workshops in the CTE with Erin Stapleton-Corcoran erinstapleton@triton.edu and Pamela Harmon or contact us directly via email to set up an appointment.

7. Other:

Remaining spring meeting dates:

May 1st at 2 pm in H142

*All meeting minutes can be found in the TADEC webpage, within Senate.

<http://www.triton.edu/about/administration/college-council/academic-senate/#tadec>

Meeting adjourned at 2:30 pm.

Respectfully submitted,

Pamela Harmon, Chair of TADEC

Protocol for Online and Hybrid Course Development



Objectives:

- ♦ Establish a standardized process for the development of all online, hybrid, and enhanced courses.
- ♦ Provide a tool to ensure the design and development of online and hybrid courses meet certain quality standards that are nationally recognized and consistent with college practice.
- ♦ Provide the college with a working definition of what is online, hybrid, and enhanced courses.

Definitions:

1. Enhanced Course – A course that utilizes web-based technology Blackboard Learn to facilitate online instruction, but no classroom time is replaced with online instruction.
 - *This form is NOT required for Enhanced Courses*
2. Hybrid/Blended Course – A course that combines face-to-face and online formats Blackboard Learn for delivery of instruction. The percentage of face-to-face to online components will vary depending on the course and instructor. The online component will include the structured use of the Learning Management System for instruction, discussion, communication, assignments, and assessment with scheduled face-to-face meetings.
 - *Completion of this form is required before development begins*
3. Online Course – A course that uses Blackboard Learn primarily for delivery of instruction. Typically classroom time is minimal or non-existent.
 - *Completion of this form is required*

Online and Hybrid Course Development Process

Steps	Who	Action
1.	Faculty, Chair/ Coordinators, Dean	Discuss and decide on any needed changes/additions to online and/or hybrid course offerings.
2.	Faculty	Completes the Online and Hybrid Course Development Proposal Form and forwards to Department Chair or Coordinator for approval.
3.	Chair/Coordinator	Reviews proposal and forwards to Dean if approved or returns to faculty with comments if not approved.
4.	Dean	Confers with the faculty member, Department Chair or Coordinator regarding the proposal. Approves or declines the proposal for the proposed semester and forwards the approved proposal to the Vice President of Academic Affairs.

		If the proposal is not approved, the Dean will provide written rationale and recommendations for revisions.
5.	VP of Academic Affairs	The VP makes final recommendations to the President for Board approval and provides for funding in the next FY budget (if appropriate). A copy of the approved proposal is sent to the Assistant VP of Technology and Innovation.
6.	The Department of Technology and Innovation	Contacts the faculty member for required training and support. Creates necessary course shells and contacts faculty member with login and password. Provides assistance with back-end technical support.
7.	Instructional Designer	Provides support in the following areas: <ul style="list-style-type: none"> ♦ Planning and design ♦ Development and implementation ♦ Course delivery and management

Review Process for Online and Hybrid Courses

Online and Hybrid Courses		
1.	Faculty	In the first semester of development, a course will be designed and submitted for the process of peer review (Faculty and Instructional Designer). Complete the payroll adjustment for non-contractual extra duty form that equates to the LHE's of the course and submit to the Dean's office.
2.	Peer Review Committee	Provides feedback on the course template based on agreed-upon standards of the Blackboard Course Exemplary Rubric or approved alternative. Once approved by the Peer Review Committee, complete the payroll adjustment for the non-contractual extra duty form and submit to the Dean's office for the stipend.
Online Courses receiving a Stipend		
3.	Faculty	In the second semester of development, the course will undergo field testing (see Faculty Negotiated Agreement). At the completion of the field testing of the course, the developer makes revisions and modifications to course in consultation with the Instructional Designer and Peer Review Committee. In the third semester, the revised course is taught with final modifications in place. This final product is co-owned by the faculty member and Triton College.

Online and Hybrid Course Development Proposal Form



Initial Steps

1. Meet with your Chairperson or Coordinator and Dean to discuss your course ideas. Curriculum course outlines must be reviewed and up to date prior to course development. Faculty must be qualified per the Faculty Negotiated Agreement to teach online.

Please remember that this form requires the **signatures** of your Chairperson or Coordinator, Dean, and the VP of Academic Affairs before the course will be approved for development.

2. Before beginning the process, please review the terms of the **Protocol for Online and Hybrid Course Development**.

Definitions

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 - *Completion of this form is required before development begins*
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Information about Development Stipend

All proposal forms submitted for online courses will be considered for development stipends. Selected online courses will be supported by a development stipend, follow contractual language, and become jointly owned by the college. However, not all courses proposed must be offered for joint ownership. Course ownership of proposed courses may be retained by the faculty if they so desire.

Proposal Information (To be completed by the Developer)

Today's Date:	Semester to be Developed: _____, 20____		
	Semester to be Piloted: _____, 20____		
Name:			
Division/Department:			
Email Address:			
Phone Ext.:		Office Number:	
This proposal is for a (Please Check One):		<input type="checkbox"/> Online Course <input type="checkbox"/> Hybrid Course	
Department & Number of this course (i.e. ENG 101):			
Course Title:			
Date of most recent course outline: This must be a current version.			

Technology and Rationale

For each question below, please check all of the answers that apply.

1. How do you plan to create your online or hybrid course?

- I will develop/use original or OER materials.
- I will use a combination of original or OER materials and publisher content (i.e., question databank, images, content) (*Publisher content must be used minimally as ownership must be transferrable. Refer to Faculty Negotiated Agreement.)

2. Do you have experience using Blackboard Learn?

- Have you taught this course before:
- Online Date: _____
- Hybrid Date: _____
- Classroom Date: _____

3. Have you ever developed an online or hybrid course?

If so, where, when, and which LMS?

4. Do you have a Master of Online Teaching Certification from ION, Triton's Online Training or equivalent? If so, please indicate the certification or degree. (Proof of completion must be attached.)

Developer Responsibilities and Proposal Considerations

Please be aware of the following points:

1. Online courses must be delivered using Blackboard Learn.
2. As the course developer, you will be asked to make a commitment to deliver the course for at least the first semester that the course is offered.

Proposal Review

Following the submission of your proposal, the Dean will review and make recommendations to the Vice President of Academic Affairs. Among the criteria that will be considered are:

1. Whether or not the course meets degree or certification requirements.
2. Whether or not the course is IAI approved.
3. The amount of demand there is for the course.
4. How adaptable the course is to delivery in this new online format.

Completion Time

All funded courses must be completed within the fiscal year.

1. The course has been fully developed and peer-reviewed.
2. The completed course is in compliance with current ADA accessibility requirements.

Payment

Approval for the release of payment for this course, if offered for joint ownership, will occur once the faculty member provides The Department of Technology and Innovation with a copy of the completed version of this course that has been approved by the Peer Review Committee.

Checklist

Be sure that the items below have been completed before submitting this proposal.

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- You have attached a copy of the current syllabus for the course and course outline that is current and reviewed by faculty submitting proposal to ensure accurate content.
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- You have reviewed the Online Course Development Proposal Protocol.
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- You have met with your Chairperson/Coordinator and Academic Dean to discuss the details of this course and have obtained his/her signature on this form. (Note: If your work involves a different academic area from your own, please have that Academic Dean sign this proposal.)
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Signatures

Faculty member:

I have met with my Chairperson/Coordinator & Academic Dean to discuss this proposal and included a current syllabus, curricular outline, and online teaching qualifications.

Signature: (Faculty Member)		Date:	
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Chairperson/Coordinator:

I believe this online or hybrid course would make a worthy contribution to the educational mission of our department. The curriculum is up to date and the faculty is qualified to teach online.

Approved By : (Chairperson/Coordinator)		Date:	
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Academic Dean:

I believe this online or hybrid course would make a worthy contribution to the educational mission of Triton College.

Approved By : (Academic Dean Signature)		Date:	
Anticipated semester of initial course offering:			

Vice President, Academic Affairs:

I approve the development of this online or hybrid course for Triton College.

Approved By : (Vice President, Academic Affairs Signature)		Date:	
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*All completed forms should be forwarded to The Department of Technology and Innovation.