



Online Course Development Application

Summer '19 - Spring '20

Name (First & Last)

Full-Time or Part-Time*

BCC Email Address*

Alternate Email Address

Imma.Teachin@bcc.cuny.edu

example@example.com

Department*

Office Location

Phone Number*

Building, Room #

Office Extension or Cellular #

1-List the potential course(s) you are planning to develop into an online course and the Mode of Instruction (Moi) you are thinking of using. (See CUNY Modes of Instruction on page 3 below.)

Course Number & Name*

Possible Modes of Instruction*

Ex: XXX100 - Course of the century



Hybrid variant Fully online
Select one

2nd Course Number & Name

Possible Modes of Instruction



Hybrid variant Fully online

3rd Course Number & Name

Possible Modes of Instruction



Hybrid Variant Fully Online

2-Select your experience / level of proficiency using Blackboard (Bb) or other another Learning Management System (LMS). (Select all that apply.)*

- Used a Bb or a similar LMS as a student.
- Heard of Bb or a similar LMS, but have not used them myself.
- Currently use Bb or a similar LMS to make learning materials available to students.
- Currently use some tools on Bb or similar LMS. (E.g. Discussion boards, Grade Center, Assignments, or Tests.)
- Could teach many elements of Bb or a similar LMS to others.

* Required

3-How will transitioning to online instruction benefit your students? *

Please be as specific as possible.

4-How will developing an online course make you a better teacher? *

Please be as specific as possible.

5-List any software you have used to develop learning experiences for your students.

6-Have you taken any online courses yourself? If so, describe the course and how your online experience will influence your course development.

7- Additional supporting comments or questions?

*** Required**

Applicant Certification

I commit to this Online Course Development Seminar program throughout the 2019-20 academic year (Summer and Fall of 2019 and Spring of 2020) in which I will:

- a) Attend all meeting dates previously listed for June of 2019, the Fall Semester of 2019, the 2020 Winter Intersession, and the Spring Semester of 2020.
- b) Meet all program development benchmarks for Summer 2019, Fall 2019, and Spring 2020.
- c) Teach a web-enhanced (W) course during the Fall 2019 Semester, utilizing and practicing the Blackboard skills learned during summer seminar.
- d) With the recognition and approval of my department chairperson, deliver a fully developed partially online (PO), hybrid (H), online (O) or fully online (FO) course during the Spring 2020 Semester.
- e) I understand that compensation will be diminished for any missing deliverables or excessive absence from the listed Friday workshops.

X _____

(Applicant's printed full name & signature.)

Department Chairperson Approval

By signing below, the Chair recognizes and agrees to having the applicant, if selected, teach in an online Mode of Instruction (PO, H, O or FO) during the Spring 2020 semester and also ensure the course is listed as such in CUNYfirst during the associated semester's registration season. (See chart below for CUNY Modes of Instruction.)

X _____

(Department chairperson's printed name & signature.)

Once the form is printed and signed, deliver it to CTLT (PH B2).
The form is due by 5 pm Monday April 1st, 2019.

CUNY Modes of Instruction

(Effective Summer 2014)

CUNYfirst	CUNYfirst Definition	Simplification
P	In-Person. No course assignments and no required activities delivered online.	Face-to-face. 100% of scheduled class meetings are in traditional physical classrooms.
W	Web-Enhanced. No scheduled class meetings are replaced, but some of the course content and assignments, as well as required or optional activities, are online.	
PO	Partially online. Up to 32% of scheduled class meetings are replaced with online activities or virtual meetings.	Hybrid variants. Some scheduled class meetings, but less than 100%, are replaced with online activities or virtual meetings.
H	Hybrid (Blended). Between 33% and 80% of scheduled class meetings are replaced with online activities or virtual meetings.	
O	Online. More than 80% but less than 100% of scheduled class meetings are replaced with online activities or virtual meetings.	
FO	Fully online. 100% of scheduled class meetings are replaced with online activities or virtual meetings. All of the class work, including exams, is online.	Fully online. No class meetings are in traditional physical classrooms.

* Required