



Online Course Development Seminar

Summer '19 - Spring '20

Thank you for your interest in CTLT's Online Course Development Seminar. Below you will find all the basic information you will need to apply and participate in this seminar. Any additional questions can be forwarded via email to mark.lennerton@bcc.cuny.edu by phone to either at (718) 289-5100 x3142.

Background

The advantages of on-line learning to a significant segment of the student body has been well documented. Since summer 2007, mentored course development of online learning experiences offered to faculty teaching at BCC has been very successful.

The 2019 Online Course Development Seminar will mentor faculty through the transition from Face-to-face (In-Person or Web-Enhanced) instruction to Blackboard based Online Instruction (a Hybrid or Fully online).

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. 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 meetings are in traditional physical classrooms.

Faculty will

- learn about the advantages of various modes of online instruction and make an informed decision about which mode will best serve their students,
- learn how to use all the tools on Blackboard and tools available on the Web to integrate into the design of Blackboard site that will support their course.

- in Collaboration with colleagues, use pedagogical best practices to create effective learning experiences for our students.

Compensation

Compensation will total 32 hours paid at the participant's non-teaching adjunct rate. Three (3) stipends will be paid over the course of the year as certain milestones are met. Compensation will be made consistent with all applicable contract guidelines

Scope, Meeting Dates, and Benchmarks

OCDS MEETING DATES AND DELIVERABLES 2019-2020

FACULTY DEVELOPMENT EVENT	ONLINE COURSE DEVELOPMENT SEMINAR	SCOPE Participants will work toward the delivery of a web-enhanced (W) course for Fall '19 and the delivery of a partially online (PO), hybrid (H), online (O) or fully online (FO) course for Spring '20.
ORGANIZER	CENTER FOR TEACHING , LEARNING, AND TECHNOLOGY	Seminar participants will work toward self-identified, and mentor-approved, course development goals and deadlines

BENCHMARKS	DEADLINE	COMPENSATION	REQUIREMENTS
COURSE DEVELOPEMENT PLAN	June 10 2019 @ 11:59pm	July 2019	Attend June 3, 4, and 5 meetings; and develop course plan
COURSE DEVELOPEMENT	August 19 2019 @ 11:59pm	September 2019	Have course Bb site ready according to course development plan
TEACHING PO, H, O, FO COURSE	Spring 2020* <small>*unless course cannot be offered for reasons beyond instructor's responsibility</small>	May 2020	Attend all fall'19 and spring'20 meetings, and offer distance learning course in spring '20

MEETING TIMES: 9:00AM-4:00PM ON JUNE 3, 4, 5; AND 12:00PM-2:00PM FOR ALL THE OTHER MEETINGS

JUNE 2019							JULY 2019							AUGUST 2019							SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
						1	1	2	3	4	5	6							1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9								
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9									
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16									
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23									
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30																																																		
DECEMBER 2019							JANUARY 2020							FEBRUARY 2020							MARCH 2020							APRIL 2020							MAY 2020															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
1	2	3	4	5	6	7					1	2	3	4								1	2	3	4	5	6	7								1	2	3	4								1	2		
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29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31								26	27	28	29	30								24	25	26	27	28	29	30						

Eligibility

- Full-time faculty
 - Applicants CANNOT be scheduled to teach during pre-established seminar meeting times
 - Applicants CANNOT be scheduled to teach on Fridays between noon-2:00 pm for the Fall '19 and Spring '20 semesters.
- Part-time faculty with at least six consecutive teaching semesters at BCC

- Applicants must be willing to meet regularly with a Mentor if they cannot attend regularly scheduled seminar meetings.
- Written approval of their department chairperson (via the application form) with the understanding that the applicant will teach their fully developed online course during the Spring '20 semester.
- PLEASE NOTE: If you are already participating in the e-Portfolio, FYS, WAC Certification, or Learning Communities Summer training programs, we advise waiting a year to apply for the Online Course Development Seminar.