SUNY ORANGE

Online Course Development
Instructor's Guide

Congratulations! We are very pleased that you have decided to develop and teach an online course for SUNY Orange. We want to make your course development process and teaching go as smoothly as possible and to ensure students are receiving the best possible online education experience.

The following guide provides a detailed overview of the SUNY Orange online course approval and development process as well as a summary of expectations for SUNY Orange online instructors based on best practices and standards in online education.

Please read this information carefully and do not hesitate to contact us if questions arise or further assistance is needed.

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A. Online Course Development Approval Process

Developing and teaching an online course in either a fully online or hybrid format requires a significant time commitment on the part of faculty members. The SUNY Orange online course development process is estimated to take a minimum of one full term, starting with a written proposal and signed authorization forms.

All online or hybrid courses to be offered through SUNY Orange must be proposed using this process. The content of the course and the course development proposal must first be approved by the academic department in which the course exists (approval by the department chair and respective academic associate vice president).

SUNY Orange online course offerings reflect the quality of the department, the division, and the college, and as such, online courses are expected to meet the same high standards as traditional courses.

Pre-development:
- Faculty interested in developing and teaching fully online/hybrid courses should make their department chair aware of and gain their approval for online course development.

- After talking with your department chair, complete the Online Course Development Approval Form. The purpose of the form is to document that the department knows they approved an instructor to develop an online/hybrid course and to track payment/processing.
  - The faculty member will send the form to their department chair for review.
  - The department chair will send the form to the Associate Vice President for review, and upon approval, a new course shell will be created for you in Blackboard.
  - A copy of the form is sent to the Director of Academic Technology and the AVP of LSS, and a copy is kept on file in Academic Affairs.
- Each instructor/course developer is expected to meet with the Director of Academic Technology to discuss the scope and type of training and support s/he will need prior and during the development of the online course.

Development:
- The instructor/course developer is responsible for adhering to the written development schedule and participate in online course development training in accordance with the Director of Academic Technology.
- The instructor/course developer is responsible for reviewing the Open SUNY Course Quality Review (OSCQR) Rubric, a customizable and flexible tool for assessing course design and to support continuous improvements to the quality and accessibility of online courses: http://commons.suny.edu/cote/course-supports/oscqr-rubric/.

Review:

- The instructor/course developer is responsible for:
    - Submitting the course to your department chair for review.
    - Required Course Content for review:
        - an organized course menu
        - welcome and getting started content
        - printable syllabus with faculty contact information
        - technical and student support information
        - outline by week/module
        - at least 50% of the course content is complete. This may include, but is not limited to: lectures, readings, external web-resources, audio files, video clips, assignments, discussion/blog/journal/wiki areas, tests, quizzes, and grade center.
    - Adherence to copyright has been determined. Informing the Director of Academic Technology of any published or third-party copyright protected materials to be used during the development process and for securing copyright clearances for online use as may be required.

- The course will be reviewed by your department chair using the OSCQR Rubric Checklist as a general guide. You will work with your department chair to finalize the course based upon any comments or feedback.

Payment:

- After the course is considered "complete," your department chair will review and grant final approval.
- Your department chair notifies their respective Associate Vice President and s/he notifies the Academic Affairs Administrative Assistant to submit/process payment jointly with payroll.

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B. Online Course Development Approval Form

All courses to be offered fully online/hybrid at SUNY Orange must be proposed to the department chair and respective associate vice president using this form.

Prior to completing this form, the instructor is expected to:
- Talk to their department chair and gain their approval for online course development.
- Read the Open SUNY Course Quality Review (OSCQR) Rubric.
- Talk to the Director of Academic Technology regarding the type of training/instructional support needed.

Faculty Name:_____

Faculty Email:_____Office phone:_____

Department:_____

Department Chair:_____

Have you met with your Department Chair to discuss offering this course in an online format?

        Yes

        No

Briefly describe: Why you want to develop and teach this course online, your experience with online education, if any, your use of technology in your current courses, and level of competencies with technology.

_____
_____
_____
_____   _____

Does the course have department and curriculum committee approval?

        Yes

        No

Course Number (e.g. ENG 101): _____

Course Name: _____ Credit Hours:_____

Course Description from Catalog:

_____
_____
_____

When will this course be developed?   Term: _____Year:_____

When will this course initially be offered? Term: _____Year:_____

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What is the modality/delivery method?

      Online/ASYNCRONOUS (100% online)
      Online/SYNCRONOUS (100% online with some real-time web conferencing required)
      Hybrid (minimum 50% online)

Will this course require proctored testing either on-campus or at an off-campus location?

      Yes   Details: _____
      No

Will this course require student support services either on-campus or online (online-tutoring, etc.)?

      Yes   Details: _____
      No

Will this course require field trips or on-campus learning experiences?

      Yes   Details: _____
      No

Will this course require additional technology equipment for the faculty member?
Ex: webcam, laptop, microphone, etc.?

      Yes   Details: _____
      No

Training/Instructional Support: Please indicate below the type of training/instructional support agreed upon at your meeting with the Director of Academic Technology:

_____
_____
_____
_____

Faculty Acknowledgement: By signing below, I, agree to develop the proposed course, indicated above, in accordance with the online course development process and in compliance with faculty association contractual obligations.

Faculty Signature:_____Date:_____

Administrative Approvals

Yes, Approved for Development
No, Not Approved for Development

Details: _____

Department Chair: I approve the development of the proposed online/hybrid course indicated above. (If approval is not given, please return this form to the faculty member with a brief written explanation for denial.) Upon approval, the Department Chair will forward the completed application to their respective Associate Vice President.

Department:_____

Department Chair:_____

Signature:_____Date:_____

Comments:_____
_____
_____
_____

Associate Vice President: I approve of the instructor developing the proposed course as described above. Upon approval by the AVP, a completed copy is:

- kept on file in the AVP Office
- forwarded to the Department Chair and faculty member
- forwarded to the AVP of Learning and Student Success
- forwarded to the Director of Academic Technology

AVP:_____

Signature:_____Date:_____

Comments:_____
_____
_____
_____

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C. Online Course Payment Approval Form

Administrative Approvals

Yes, Approved for Compensation

No, Not Approved for Compensation

Details: _____

Department Chair: I approve the payment of the proposed online/hybrid course indicated above. Upon this approval **compensation** for development will be processed. (If approval is not given, please return this form to the faculty member with a brief written explanation for denial.) Upon approval, the Department Chair will forward this payment approval form to their respective Associate Vice President for payment processing.

Department:_____

Department Chair:_____

Signature:_____Date:_____

Approved Course Name:_____

Faculty Name: _____

Comments:_____
_____
_____
_____