REQUEST FOR PROPOSALS FOR
COURSE DEVELOPMENT – ONLINE COURSES

Support for Course Development

Oregon Tech is making available financial support to faculty for the development of new online courses. Priority will be given to courses which are required in an online major and/or that enhance existing degrees and programs, or proposed degrees and programs offered through Oregon Tech Online.

Applications for development pay may be submitted by the department chair or by an instructor with approval from the department chair. Oregon Tech Online will accept applications and evaluate them for funding on an ongoing basis. However, proposals will not be funded with less than 8 weeks of lead time before the term the course is to be offered to assure time for adequate preparation and development of the course.

All instructors and departments are provided with ongoing support services for course development through Oregon Tech Online.

Funding

Oregon Tech Online will allocate funding to the instructor at the level of up to $2000 per course, depending on the complexity of development required. Oregon Tech Online will support the faculty who will be responsible for the course content and with the participation of the Online Faculty Support Specialist, help in the design, pedagogy, and production of the course. Oregon Tech Online will assist with all resources available for course development in this process, including any training required for the faculty involved, assistance with project management, media development, training, and ongoing support. Faculty with approved proposals will be paid upon satisfactory completion and review of the course.

Requirements
• Courses must be designed and delivered through the Blackboard course management system – other systems are not supported and no training is available for them.
• Multimedia components and web technologies may be included in course design, as needed to meet specific learning objectives.
• Instructors will work with the Oregon Tech Online staff to design the course using best practices for online learning and Oregon Tech accreditation standards.
• Instructors will adhere to the established and approved standards in the Course Standards Manual for all online courses.
• Course will convert readily to the online format without excessive development costs.
• *Department accepts responsibility for the curriculum and quality of instruction.*
• Course will be available to all Oregon Tech students who meet prerequisites or are not otherwise prohibited from enrolling in that particular course.
• Although acceptance of this stipend allows for the use of this Blackboard shell by others who may teach this course in the future, this will likely only occur during extenuating circumstances or by mutual agreement of the course developer and alternate instructor.

**Application Process**

Applicants will provide the following information:

1. Course department and title
2. Instructor and contact information
3. Department approval if not submitted by the department chair (may be emailed to the Director of Oregon Tech Online)
4. Degree/program/certificate to which the course would apply and the role and importance of the course; description of the audience; express need for this course
5. Course syllabus, preliminary ideas about the course design and content, media requirements, learning materials, online resources, terms to be taught.

Completed applications should be forwarded to Director of Oregon Tech Online.
Review of Proposals

Applications will be reviewed as received on an ongoing basis. The course should fall into at least one of the following categories:

- Course adds significant value to the distance delivery of existing online degrees, or programs
- Course will meet critical program needs such as new options, minors, additional general education offerings
- Course is required by degrees or programs
- Course has potential for high enrollment to a defined audience
- Course or cluster of courses will lead to new degree or program within the next two years (implementation plan for new program should be submitted at the same time as course proposal)

Decisions will be made on applications within two weeks of submission by an appointed three-person committee consisting of the OT Director, a content reviewer from the appropriate department, and an OT Blackboard specialist. A formal Memo of Understanding will be developed with the academic department for each of the accepted proposals.

Timeline

It is recommended that the milestones outlined below are completed further in advance than the timeline below allows for. However, the timeline can be used as a basic guide for development and review of each course, and reflects the absolute latest acceptable time-frame for development.

1. Proposed course is scheduled by the end of the first week of the term (department schedules for upcoming terms should be completed by the second week of a term).
2. Once a course is scheduled, a faculty member is designated to teach it.
3. Application for development pay is submitted to Oregon Tech Online by second week of preceding term.
4. A committee consisting of the OT Director, a content reviewer from the appropriate department, and an OT Blackboard specialist will review and approve or deny the application by the fourth week of the preceding term.
5. During the fifth week of the preceding term, the faculty member meets with Oregon Tech Online staff for orientation and training, consisting of specific steps for development and required timelines to follow.

6. Regularly scheduled meetings (in person or on the phone) occur at intervals during the term of development.

7. Course must be completely developed and ready for delivery no later than two weeks before the beginning of the term course is to be taught. If the course is not ready at that point, course will not be offered in proposed term and students will be moved into other courses as needed. Standards review of course will be conducted by the Online Faculty Support Specialist upon completion, and deficiencies will be corrected before delivery.

<table>
<thead>
<tr>
<th>Current term weeks:</th>
<th>Course development for next term:</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course schedule for upcoming term completed</td>
<td>Department</td>
</tr>
<tr>
<td>Week 2</td>
<td>Application for development pay submitted to OTO Director</td>
<td>Department chair or instructor with department chair approval</td>
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<tr>
<td>Weeks 3-4</td>
<td>Applications approved or denied</td>
<td>Review committee</td>
</tr>
<tr>
<td>Weeks 5 - 10</td>
<td>Course development *</td>
<td>Instructor/OT Online Staff</td>
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<tr>
<td>Week 10</td>
<td>Completed course reviewed</td>
<td>OT Online staff</td>
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<tr>
<td>Week 11</td>
<td>Necessary revisions made</td>
<td>Instructor</td>
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*Note: No development pay or portion of the pay will be made if course development is not completed by the 10th week of the term prior to term of delivery.