

2014 Online Instruction Curriculum Development Application

Office of the Dean of Curriculum and Academic Services

The Online Instruction Curriculum Development program supports the development of new courses or the adaptation of existing courses to be offered in their entirety through the use of internet technology. The Office of the Dean requests course proposals that meet the following criteria:

- The course will be offered during the 2014 Summer Session
- The course is not currently offered through Online Instruction at Geneseo
- The course with the potential to attract an enrollment of 12 or more students. (Instructor salary will be prorated if enrollment is below 12.)
- **Instructors who have been awarded the Online Instruction Curriculum Development grant for two summers in the past are not eligible to apply.**

Faculty who are granted this award must attend one training session on Online Pedagogy and one session on myCourses. These hour and a half training sessions are usually held in March and April.

In addition to these sessions, faculty members will have the opportunity to set up individual meetings with a member of Milne Library's Instructional Design (ID) Team to discuss ways in which collaborative technology can maximize professor-to-student-to-content engagement in their online courses.

Extra service pay for approved proposals will be \$1500. This money will be issued as extra service pay on the employee's regular paycheck.

Application forms and proposals must be submitted by **Friday, February 14, 2014** to Savi Iyer, Office of the Dean of Curriculum and Academic Services, 106C Erwin Hall. For questions, please contact Dean Iyer at iyer@geneseo.edu or 245-5541.

The proposal should contain the following:

1. The attached Proposal Form as the cover page. Please include the course description here. Department Approval is required.
2. A title page with an abstract of the proposed course, including a brief description of the course itself, and why it is a viable choice for online instruction.
3. A narrative (max 2 pages) including background information on the course that includes:
 - A listing of all Majors or Minors that require the course
 - A listing of all Majors or Minors that list the course as an elective choice
 - Whether or not the course satisfies a general education requirement
 - Whether or not the course has been offered as on-campus format in previous summer sessions
 - Sessions you have previously offered the course (Spring, Fall, Summer, never)
 - An assessment of how well the department is currently meeting demand for the course with fall and spring semester offerings
 - A brief explanation of how online instruction technology will be adequate, appropriate, or desirable for achieving the stated learning objectives
4. A syllabus for the proposed course that includes learning objectives. The online version of the courses must cover the same content per week as an on-campus summer offering of the same course.
5. An annotated curriculum vita listing recent and/or relevant academic or professional activities (including previous online instruction experience), publications, and presentations (max 2 pages).

Proposal Form on the next page...

