

**DIVISION OF EXTENDED STUDIES
OFFICE OF E-LEARNING
ONLINE COURSE DEVELOPER AUTHORIZATION FORM**

This form should be submitted to the Division of Extended Studies (DES) when (a) converting an existing traditional face-to-face instruction course into a new online course, or (b) redesigning an online course no more or less than four (4) years except under extenuating circumstances (i.e. SACS, new textbook adoption); or change more than thirty percent (30%) or alter the core of the course. The purpose of this document is to formalize a relationship with a faculty member, adjunct faculty, or a department for the development, revision, or enhancement of an online course. The faculty developer must turn in this form, signed by the Department Chair and Dean, acknowledging that the course has been approved by an appropriate departmental committee and that the faculty developer will comply with either of the following options:

Option 1 (STIPEND)

- a) The faculty developer will work with the Office of e-Learning (OeL) staff to develop an online course and submit a fully developed online course for review at least six weeks before the course is scheduled to start.
- b) OeL staff will provide a detailed review and feedback using the Quality Matters Rubric.
- c) After the review, OeL staff will assist the faculty developer implementing changes or improvements recommended in the feedback.
- d) The OeL Coordinator will share the course design/redesign checklist with the faculty developer, the Department Chair, Dean and the DES Associate Director.

Stipend Schedule:

- 1. Course development approved by OeL staffer March 15th or before, stipend is issued by May 31st.
- 2. Course development approved by OeL staffer May 1st or before, stipend is issued by July 31st.
- 3. Course development approved by OeL staffer October 1st or before, stipend is issued by December 31st.

Option 2 (NON-STIPEND)

- a) The faculty developer will earn the Professional Development Series badge representing basic knowledge and skillsets for online course design and teaching prior to teaching online for the first time. This badge, developed by the OeL, can be earned through participation in the Faculty Orientation to Online Learning, a professional development series offered by the OeL, Quality Matters, and Blackboard, along with completion of related tasks. Alternative arrangements can be made by contacting the OeL.
- b) The faculty developer will work with the OeL staff on an abbreviated schedule, timeline and consultations.
- c) The OeL Coordinator will award the Professional Development Series Badge to the course developer and notify the Department Chair, Dean and the DES Associate Director.

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Please select one of the following options:

- Option 1: I will submit a fully developed online course six weeks before the course is scheduled to start.
- Option 2: I will participate in the OeL Faculty Orientation to Online Learning before teaching the course or will make arrangements to earn the OeL Badge for Online Teaching.

College: _____

Academic department: _____

Course requirement category (check one):

- Core requirement Prerequisite Elective
- Certificate Program GEC

Course Information

Course information: (Ex: HEDU 1531)

Course number: _____ Credit hours: _____

Course title: _____

- New Course Development Course Redesign

Name of course developer (First Name & Last Name): _____

Development Term Fall Spring Summer

Development Year _____

Course Offering Term Fall Spring Summer

Course Offering Year _____

Development and Delivery of Online Courses

Step 1: Online Course Developer Authorization

Step 2: [NCCU New Development Course Profile Form](#)

Step 3: [DE Proposal Course Offering Form](#)

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Before the course is placed into the schedule for student enrollment, it must be 80% developed, reviewed by an OeL staffer, and approved by the Distance Learning Committee. **Please ensure that every field in this form is completed. Incomplete forms may impact approval.**

*From a curricular standpoint why has the department selected an online format for this class?

* HYBRID ONLY - What percentage of contact hours for this course will be online?

* What was the passing rate (C or better) from the most recent semester for this course?

* What was the WD or WF rate for this course for the most recent semester?

Please explain how the course meets one or more of the following justification criteria:

- High enrollment potential
- Strong demand from students for an online course
- Strong or emerging market demand
- Course is part of a degree or certificate program being put entirely online
- Course is part of a grant project

Have you ever taught an online course for North Carolina Central University?

Yes No

Have you ever taught an online course for another institution?

Yes No

Name of Institution:

Have you taught an online course in the last 2 years? Yes No

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Agreement Terms:

- I agree that by typing my name below and submitting this form, I am agreeing to and electronically signing this document and that it will be binding on me to the same extent it would be if signed by me in person.

Faculty Member:

Signature: _____

Date: _____

Approved by Academic Department Chair:

Signature: _____

Date: _____

Approved by Dean:

Signature: _____

Date: _____

Approved by Division of Extended Studies Administrator

Signature: _____

Date: _____

Please save the file as course name and developer (ex: ENG 1210 John Smith)

For more information about this form, please contact:

Division of Extended Studies, Office of E-Learning

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