



THE UNIVERSITY OF
TOLEDO

Online

Course Development Request for Proposals

UToledo Online is soliciting course development/redesign proposals from all faculty at The University of Toledo. Course development stipends are available for fully on line offerings. Please read this document carefully as it contains substantial changes from previous versions.

Each faculty member receiving a stipend is required to develop the course for the University with the assistance of a development team, comprised of a subject matter expert (the faculty member), an instructional designer, and a multimedia developer. An online learning librarian and an outcomes assessment coordinator are available if needed. The faculty member must agree to meet with the development team to ensure the course conforms to Best Practices in teaching and learning, incorporates Quality Matters (QM) standards into the course design, and meets the accessibility requirements set by the Americans with Disabilities and Rehabilitation Act. The faculty member must also demonstrate technical skills and competency in the use of Blackboard for course delivery.

Faculty services, support, and resources are available through an Online Faculty Training course, Quality Matters workshops, online tutorials, and/or individual consultations with UToledo Online instructional designers, educational technologists, and other support staff. Faculty with experience in online learning must demonstrate recognition of, and adherence to, Best Practices in online learning using course evaluations, peer review, and/or a statement of teaching philosophy and practice.

PROPOSALS MUST INCLUDE:

1. Student learning outcomes (SLOs):
 - a. the means by which the course will support and assess achievement
 - b. description of the teaching methods to be used to promote engagement and student learning
2. Rigorous assessment measures of SLOs leading to continuously improving courses/programs as evidenced by higher course completion
3. Demonstrated alignment of course-level outcomes with program-level outcomes
4. Demonstrated alignment of course components with course-level learning outcomes
5. Incorporate educational technology, such as, but not limited to: mobile applications, interactive multimedia (e.g., games and simulations), and other innovative approaches to increasing student engagement and retention

PRIORITY WILL BE GIVEN TO PROPOSALS FOR COURSES THAT:

- Are recognized as general education at The University of Toledo and recognized by OBOR as accepted into the Ohio Transfer Module (OTMs) that have high enrollments and/or a lab component that can be completed online
- Convert face to face or hybrid courses to online courses in order to offer a degree 100% online
- Fulfill requirements for a program of study (elective courses are not eligible)
- Serve as a "master course" consisting of a reusable course template with content for use in multiple sections taught by or facilitated by other instructors
- Provide students with multiple times of entry throughout the calendar year, removing starting points in programs as a barrier to potential enrollment
- Plan for 10% annual growth, sustainable each year

Course Development Proposal Process and Payment Schedules

- Faculty considering submitting a proposal should call Dr. Barbara Kopp Miller to schedule a brief meeting to discuss the proposed course offering.
- Applications for course development can be found at www.utoledo.edu/dl or requested from Lansing Stoll 111, lansing.stoll@utoledo.edu. All applications must have the approval of the respective Department Chair and Dean.
- A stipend of \$3,500 for a 3-semester hour course will be provided for developing the course.
- Stipend disbursement:
 - a. 30% of the stipend will be paid upon approval of the application. If this is the first on line course you will be designing for the University you will need to complete required training and submit the UToledo Online Course Design Training Form prior to receiving the first 30%. If you have developed an on line course for the University in previous semesters, simply attach to your proposal a copy of the on line course design evaluation results and a statement of teaching philosophy of on line learning or Best Practices that you have effectively incorporated in previous courses.
 - b. 50% will be paid once the course is fully developed and determined (informally) to meet QM standards by the UToledo Online Instructional Design and Development team. The course will not be offered in the University schedule of classes until it meets these criteria.
 - c. The remainder of the payment (20%) will be paid at the conclusion of the course after the Instructional Design and Development team reviews and revises design aspects, if necessary, and the instructor makes the changes according to the revision plan.
- Courses developed by a faculty member receiving a stipend are considered a "work for hire." As such, ownership of the course and all related intellectual property rights and all copyright responsibilities belong to The University of Toledo.
- Upon acceptance of the proposal, faculty must sign a Course Development Agreement (CDA) before work can begin on the course development project.
- Applications must be submitted to Lansing R. Stoll III, with UToledo Online, MS 345, on Main Campus.

Please go to the next page for the application form. Note: the application form has been updated, please complete as much as possible electronically on your personal device.

APPLICATION FOR ONLINE COURSE DEVELOPMENT



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USE THIS FORM TO APPLY FOR FUNDING

Priority is given to courses required for online programs and those needed to bring new programs online. The proposed course must be fully developed and determined to meet QM standards* prior to being offered.

APPLICANT INFORMATION

Name - Title:		Course alpha-numeric code:	
Dept. - College:		Course title and credit hours:	
E-Mail Address:		Phone - Extension:	

COURSE INFORMATION

Pursuant to the 2018-2021 Collective Bargaining Agreements: article 28 for Tenured and Tenure Track Faculty, and article 25 for Lecturers, all courses developed through UT Online will be subject to the agreements and procedures outlined in those articles.

Faculty member's signature: _____ Date: _____

Online Course Proposal

On a separate page, please include a written description of the following course components, demonstrating how students will be engaged to achieve the following course-level learning outcomes:

1. Student learning outcomes (SLOs): the means by which the course will support and assess achievement and a description of the teaching methods to be used to promote engagement and student learning
2. Rigorous assessment measures of SLOs leading to continuously improving courses/programs as evidenced by higher course completion
3. Demonstrated alignment of course-level outcomes with program-level outcomes
4. Demonstrated alignment of course components with course-level learning outcomes
5. Incorporate educational technology, such as, but not limited to: mobile applications, interactive multimedia (e.g., games and simulations), and other innovative approaches to increasing student engagement and retention

DEVELOPMENT AND TEACHING APPROVAL

Home Department Org. Number:		Instructor assigned to teach this course:	
Semesters course will be taught:		Instructor Rocket ID Number:	
Maximum enrollment:		Course taught in load or out of load:	
Number of seats to be held for online students:		UT Online will assign the course section number:	
Dept. Chair Name (please print)		Dean Name (please print):	
Dept. Chair Signature:		Dean Signature:	
Date:		Date:	

Please submit your approved application to: MS 345, UToledo Online - Attention: [Lansing R. Stoll III](#)

UTOLEDO ONLINE USE ONLY

Dean Signature:		Date 30% development compensation paid:	
Date:		Date 50% development compensation paid:	
		Date 20% development compensation paid:	

*Informally meets QM standards as determined by the UToledo Online design team.