REQUEST & APPROVAL FOR COURSE ONLINE CONVERSIONS

## Originator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Course Dept/No: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Quarter/Year Class will be offered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## □ Fully Online □ Hybrid (must be at least 40% online/not to exceed 80%)

1. **Prior to Dean’s approval of online or hybrid course conversion originator will:**

□ Solicit feedback from divisions/disciplines (attach email discussions).

□ Foster discussions between both WVC’s campuses (attach email discussions).

□ Communicate with the Teaching and Learning Center Coordinator for assistance in class design.

□ Check with scheduling process.

**2. Dean’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**

1. **VP of Instruction’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**
2. **Dean’s submission to Curriculum Committee for notification Date\_\_\_\_\_\_\_\_\_\_\_**
3. **Logged to curriculum stipend tracking form Date\_\_\_\_\_\_\_\_\_\_\_**
4. **Contract for stipend processed Date\_\_\_\_\_\_\_\_\_\_\_**
* $1,000 per course for fully online.
* $600 for hybrid (at least 40% of course delivered online/not to exceed 80%).
* Payable at the end of the first quarter in which class is taught.

## Rationale for Request:

1. Why is this a good course for online delivery?
2. What teaching tools and methods will you be using or developing to enhance and facilitate online course delivery? (Video supplements, assessments, peer reviews, student-to-student and student-to-instructor communications, etc.)
3. How will online or hybrid delivery of this course meet the outcomes as listed in the course outline?