

VALDOSTA STATE UNIVERSITY#

eTuition Rate Course Development Funding Application

FY 2011

Before applying, faculty should consult with their Department Head for approval. The eTuition Course Development Funding Application includes the following:

1. Application Form
2. Online Course Development Agreement
3. Requirement Checklist
4. Course Design Preparation Guide
5. Online Style Guide
6. Department Course Evaluation Form

The **Application Form** requests a course overview, budget details, and other applicable information for eTuition funding of an online course. Signatures of endorsement include the Department Head, Dean/Director, eTuition Advisory Board, and Provost. This is the only document initially required for a course proposal.

The **Online Course Development Agreement** requires endorsement of the applicant's proposal from the Department Head and Dean/Director. Attached to this Agreement is the **Requirement Checklist**. The items addressed in the checklist are to ensure successful design and development of a course meeting department, university, and national online standards. This will be submitted upon course approval from by the eTuition Board.

The **Course Design Preparation Guide** presents national and university online design and teaching standards. Formatting of course material should follow the style guide (APA, MLA, Chicago Manual, Turabian) used by the applicant's department. If the department currently does not use a standard style guide, eLearning will provide one based on the Chicago Manual. The 'eTuition Online Style Guide' provides examples of editorial conventions and standards for consistency to be considered when developing online courses.

The **Department Course Evaluation Form** is a tool used to evaluate the syllabi, course content, goals, outcomes, and AAI's (assignments, assessments, and interactions). The Faculty Course Developer will receive 2nd payment (final draw) once all quality assurance measures have been met.

PART 1: Course Description		Date of Application:
Submitted by:		E-mail:
Dept/College/Division:		Phone:
Proposed Course:		Enrollment Cap:
		Total Budget:
Development Completion Date:	Two year course offering projection (list terms):	
Indicate which style the course developer will be using (Circle)	MLA APA Chicago Manual Turabian Other	
<p>Brief Proposal Description: <i>(Please attach course overview and learning outcomes plus additional answers to questions below).</i></p> <ul style="list-style-type: none"> How does the development of this course fit within the mission of the program? Will it be part of an online degree, certification, or track? Explain how this course meets one or more of the strategic focus goals (see Part 2) 		
Professional Development (Please indicate the workshops you have attended)		Date Completed:
Intro to BlazeVIEW Workshop:		
Advanced BlazeVIEW Workshop:		
BlazeVIEW Grade Book Workshop:		
Quality Matters: Applying the Standards Workshop:		
Other:		

Part 2: Budget Detail		
Strategic Focus Standard for Online Learning (Select 1 or more)		Corresponding Assessment
<input type="checkbox"/> Recruitment/Enrollment of Students		# of New Online Students:
<input type="checkbox"/> Retention & Graduation/Enrollment of Students		# of Additional Students Retained:
<input type="checkbox"/> Financial Solvency Resources		\$Revenue/Savings
<input type="checkbox"/> Develop New Academic Initiatives/Programs		# of New Online Students:
*This is the number or dollar value that is associated with the proposed project. Existing students and efforts should not be included in these figures; only additional students/scholarly activities/dollars (i.e. no double counting).		
Budget:		
New Course Development		
Faculty Course Developer Compensation will be distributed in two payments.		
(NOTE: Course Development Compensation is funded from the current Fiscal Year. All development activities and approvals MUST be completed by year end. Extra compensation forms for the final draw submitted by June 30, 2011 in order to receive compensation.		
<ol style="list-style-type: none"> The Faculty Course Developer will be paid a first draw upon acceptance in the quality assurance process of QM Training, copy of course textbook provided to eLearning, course syllabi, course outline, course objectives and outcomes, assignments, assessments, and interactions (AAI's) and multimedia for the course in BlazeVIEW's eTuition course development section. The Faculty Course Developer will be paid a final draw upon acceptance by the Department Head in the quality assurance process of all content including syllabi, course objectives and outcomes, assignments, assessments, and interactions (AAI's), completion of all standards in the Online Course Development Agreement and items in the Requirement Checklist. 		
Equipment		
<ol style="list-style-type: none"> Laptops are available for check-out in the Media Center located on the first floor in Odum Library. These laptops may be checked out for an entire semester and rechecked upon approval by eLearning and the Media Center for subsequent semesters if necessary for continuing development. 		
Item	Description/Rationale	Budget
Personnel	Faculty Course Developer	
Additional Equipment List any additional equipment required other than computer. Note: wherever practical equipment will be provided as an institutional resource		
Software/License If software or a special license is needed for the course, please provide description and cost		
Budget Request Total		

Supplemental Funding Sources (e.g. Department Operating Budget):

Part 3: Additional Information/Approvals

Assignment of Responsibility (Name and Title):

Primary:

Secondary:

Additional Information:

If unfunded in the current round of awards, should this proposal be reconsidered for future funding awards? Yes, resubmit for future funding opportunities.

If approved, the faculty course developer agrees to the terms of the Online Course Development Agreement and Functional Checklist.

Approvals:	Signature	Date
Faculty Course Developer		
Dept. Head		
Dean/Director		
eRate Advisory Board		
Provost		