

Course Development Proposal

Central Carolina Community College

Effective July 2020

Course Developer

- *Course Developer Name:*
- *Course Developer's Teaching Credentials:*
- *Distance Education Training Status (if unknown, contact Amanda Carter):*

Course Information

- *Course Number:*
- *Course Name:*
- *Course Description:*
- *Approved Student Learning Outcomes:*

Course Delivery

Please indicate how this course will be delivered. Please include all possible delivery methods and locations where the course can be taught by all of the instructors of this course.

Delivery Method Definitions (Source 1B SBCCC 100.1 Effective October 1, 2019)

- Traditional Instruction** - College curriculum or continuing education course in which 100% of the instruction is delivered face-to-face with the instructor in the physical presence of students
- Online Instruction** - College curriculum or continuing education course in which 100% of instruction is delivered online
- Hybrid Instruction** - College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.
- Blended Instruction** - College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.

Delivery Method(s):

Location(s):

Course Development Timeline

Share your timeline for the proposed course development from start to finish. Will this course be piloted before being used by your entire department? Please provide your estimated dates for each of the items.

- *Date Course Map Completed (Course Objectives and Module Objectives written as measurable learning outcomes):*
- *Date Module One Development Completed:*
- *Date First Half of Course Modules Development Completed:*
- *Date Second Half of Course Modules Development Completed:*
- *Date Syllabus and Orientation Completed:*
- *Semester Course Will Be Offered to Students for the First Time:*

Course Overview

Please indicate how this course has been previously taught at the college. What resources and materials were used in the past? Why are you proposing to re-develop the course now?

If the course has not been taught before, what is the intended goal for this course once it is completed?

Please share if this course is available in the Virtual Learning Community (VLC) and/or already developed through any other Open Education Resource (OER) sources. If not, what instructional resources will you use for this course?

If the course will use materials and resources from other sources, please indicate which you plan to produce and which are from outside sources. For example, will the PowerPoints and test banks be from a publisher, another source, or developed by you?

Funding Source and Amount Requested (If Applicable)

- Release Time
- Payment (Amount Requested: \$_____)

Please confirm an understanding that, if approved, payment will only occur upon course development completion. There is no payment for the portion of courses developed using a VLC course or publisher content. The developer must discuss the use or non-use of VLC, OER, or publisher content.

Release Time (If Applicable)

If you are requesting release time, confirm that the developer agrees there is no release time for the portion of courses developed using a VLC course or publisher content.

Course Review Tool Confirmation

Please confirm that you have reviewed all course review tools that will be used by the instructional designer(s) and list any questions or concerns you have about the course meeting those standards.

Course Accessibility Affirmation

Please confirm that your proposed course development will meet or exceed all accessible course guidelines provided by Central Carolina Community College. These include meeting WCAG 2.0 guidelines.

Intellectual Property Rights/Ownership and Use of Developed Resources

Please confirm that you understand the course developed will be the property of Central Carolina Community College. The developer agrees to grant to CCCC a perpetual license to use any part of the course. The developer only has the right to use the developed materials at

Central Carolina Community College. The developer may not take the developed course for use at other education institutions without the express written consent of the Chief Academic Officer.

Copyright

Please share the permissions and/or licenses for the use of resources in this proposed course development.

I have read and agreed to all guidelines outlined in this document. This is an original course and I am not being paid for this course development by any other institution or organization other than Central Carolina Community College.

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|--|-------------------|-------|
| _____ | _____ | _____ |
| Developer's Signature | Datatel ID Number | Date |
| _____ | | |
| Department Chair/Program Director's Signature | | Date |
| _____ | | |
| Program Dean's Signature | | Date |
| _____ | | |
| Director of Distance Education's Signature (if applicable) | | Date |
| _____ | | |
| Executive Director of Center for Academic Excellence's Signature | | Date |

Funding Source (CAE Use Only): _____

Budget Code (CAE Use Only): _____