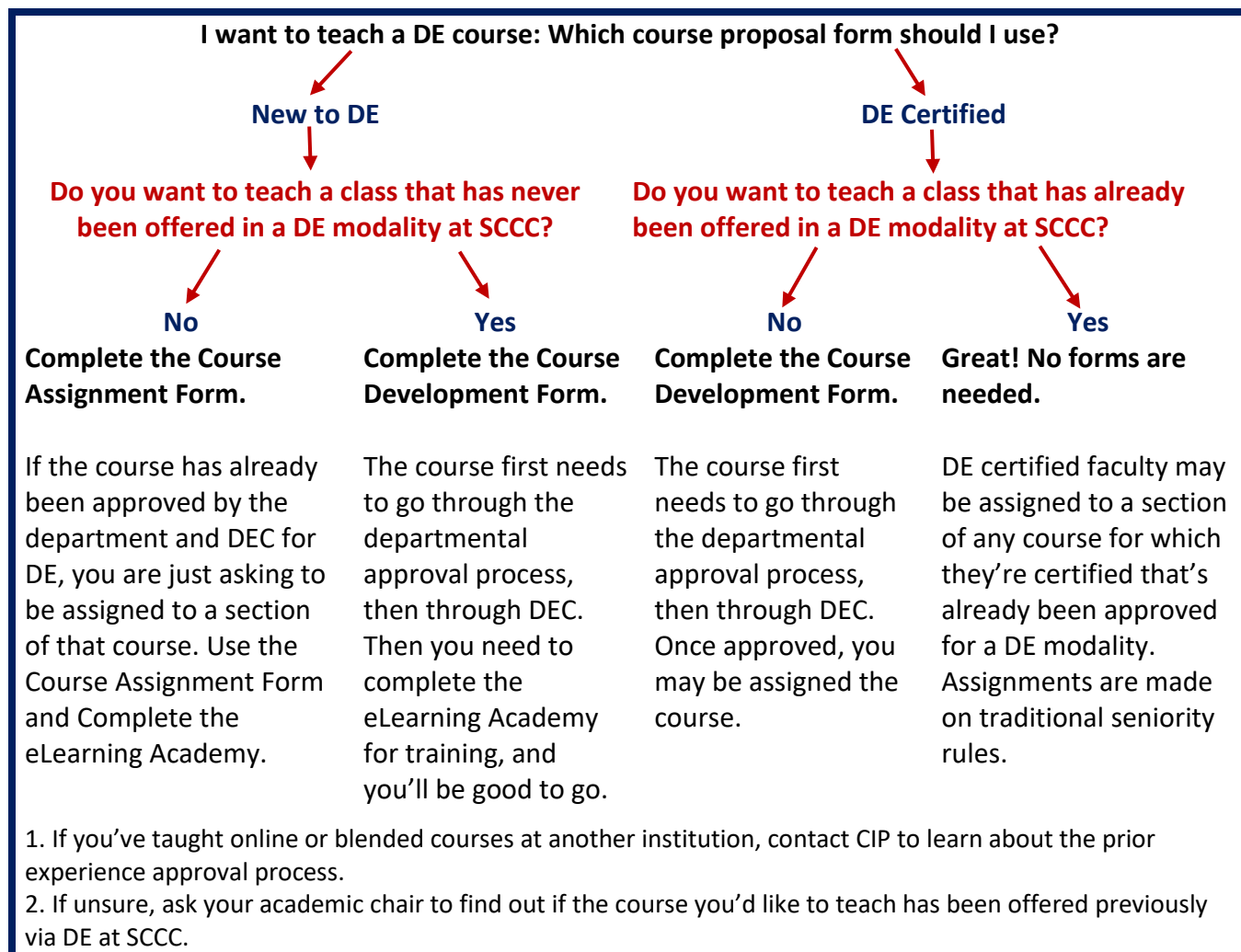


Appendix C: Distance Education Course Proposals Course Assignment Form



Two factors are involved in proposing a distance education course at SCCC—and answering the following will help determine your proposal process. There’s a flowchart below as well.

1. **Are you a new or a currently certified DE faculty?** If you are new, you will need to complete the eLearning Academy. You are considered DE-certified after you’ve been completed the training and have taught DE for two semesters with a positive evaluation.
2. **Is the course you’d like to teach new to the DE modality?** If the course you’d like to teach has been taught in your chosen DE modality at SCCC, you are simply asking to be assigned to a section of that course and thus need to complete this **Course Assignment Form**. However, if the course you’d like to teach has never been approved, developed, and taught in your chosen DE modality at SCCC, you will need to complete the **Course Development Form**, which requires departmental approval.



DE Course Assignment Form

Notes

- If you wish to develop and teach an entirely new course—i.e., one that isn't in the current [SCCC College Catalog](#)—you must first propose the new course through existing [college governance procedures](#); this includes proposals for courses that you intend to be offered solely online.
- If the course you wish to teach isn't already listed as a regular offering on your campus, you first need to adopt it through [existing college governance procedures](#) (except for special topics courses).

Due Dates

For courses to be offered in **2023-24**:

Fall 2023 proposal to reach DEC: 11/14/22 (2nd Monday in November)

Spring 2024 proposal to reach DEC: 4/10/23 (2nd Monday in April)

Summer 2024 proposal to reach DEC: 9/11/23 (2nd Monday in September)

Faculty Information

Name

Date

Campus (Ammerman or Sayville, Eastern or Culinary, Grant)

Ammerman or Sayville ☐

Eastern or Culinary ☐

Grant ☐

Employment Status

Adjunct ☐

Full Time ☐

DE Experience*

New to DE Instructor ☐

Currently DE Certified Instructor ☐

** See definitions on previous page*

Course Information

Course Code & Number (e.g. ENG101)

Course Name (from College Catalog)

Academic Department or Area

Proposed Semester and Year for Course to be offered

Proposed Modality for Course

Select one:

Fully Online ☐

Blended ☐

Real-time online * ☐

Sufflex * ☐

* Note that Sufflex and real-time online do not require eLearning Academy completion but do require other training.

Approvals**Process**

1. As per the FA contract, each department determines which courses are to be offered in a DE format, initiates the approval process for new DE courses, and determines how many can be offered each semester. All course assignment proposals must receive the approval of your chair.

If your chair does not support your proposal, they must provide you with a reason in writing.

2. Your chair will then submit this form to the campus technology administrator for a signature, who will forward it to the campus executive dean, who submits the entire proposal to the Center for Innovative Pedagogy.

Campus	Campus Executive Dean	Campus Technology Administrator
Ammerman	Dr. Irene Rios (A200)	Dr. Sandra Sprows (A200F) Dr. Fara Afshar (A200J)
Eastern Grant	Dr. Mary Reese (P228) Dr. Donna Ciampa (H104)	Jennifer Browne (NFL 127E) Elizabeth Spagnola (H101)

3. CIP presents all completed proposals to the Distance Education Committee for a vote.

Academic Chair

Date

Tech Administrator

Date

Campus Exec Dean

Date

Distance Education Committee Vote

DEC Vote

Total votes for

Total votes against

Total abstentions

Date of vote

DE Compensation

The first time faculty are selected to teach an online or hybrid course, they will receive three contact hours of either reassigned time or overload compensation the semester prior to the DE assignment for the purposes of training and course modification. This compensation recognizes the time and effort needed to not only master the technological skills needed but also the intellectual work needed to develop high-quality DE course offerings.

Reassigned time ☐

Overload compensation ☐