



E-Learning Center
S-501a

Borough of Manhattan Community College
www.bmcc.cuny.edu

199 Chambers Street
New York, NY 10007-1097

**APPLICATION TO DEVELOP AN E-LEARNING (HYBRID OR ONLINE) COURSE
DURING SPRING 2013**

Name: _____
Office #: _____
Address: _____

Department: _____
Telephone: _____
E-mail: _____

Eligibility:

Full-Time Faculty

All tenured and untenured faculty are invited to apply.ⁱ

Part-Time Faculty

Adjunct faculty must teach six consecutive semesters at BMCC before developing an e-learning course.

Submit application with Chair's signature to Ms. Janey Flanagan, E-Learning Director

Location: **E-Learning Center, Room S-501a**

Deadline: **January 30, 2013**

Course Number: _____ Teaching Credits: _____ Course Title: _____

The course I am developing will be: Hybrid Online

Terms and Agreements: See page two for additional details.

I am a new or returning BMCC e-learning faculty member. Upon completion of required activities stated below I will be certified to teach BMCC e-learning courses and will receive the newest version of the iPad (Currently the iPad with Retina Display).

Required Activities for Spring 2013 E-Learning Cohort:

I agree to complete the following activities:

- ✓ I will participate in all e-learning cohort activities including online modules, discussions, and four face-to-face meetings. Face-to-face meetings will be held on Fridays from 10am-1pm in the E-Learning Center s-501a.
- ✓ I will design my course using BMCC's quality assurance process.ⁱⁱ
- ✓ I will teach the course in the fall 2013 semester.ⁱⁱⁱ
- ✓ I will mentor a new e-learning professor and will facilitate an online discussion in a future e-learning training cohort.

I understand and agree to the above terms and I have read the full explanation of terms on page two.

◆ Faculty: _____
FULL NAME SIGNATURE DATE

APPROVAL SIGNATURES:

I approve the participation of the faculty member named. Return to Janey Flanagan after receiving Chair's signature.

◆ Chair: _____
FULL NAME SIGNATURE DATE

◆ Senior Vice President: _____ Date: _____

Terms and Agreements:

ⁱ Eligibility

Untenured faculty are advised to consult with their department chairperson regarding the college's expectations of scholarship for tenure before agreeing to participate in this project.

ⁱⁱ Quality Assurance

All courses must be developed in accordance within the college's adopted quality assurance model. Before scheduling, new courses must be reviewed by e-learning instructional designers, the respective department chair, and a representative from the Office of Academic Affairs.

ⁱⁱⁱ Teaching Assignments

New e-Learning faculty developers must teach the course in the semester after they develop it. Faculty may not teach more than two online courses, or one online course and two hybrid courses, or four hybrid courses in a given semester. Six-hour courses are counted as two courses for the purpose of this policy.