

## Pamela L Harmon

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**From:** Pamela pharmon Harmon - pamelaharmon@triton.edu <do-not-reply@blackboard.com>  
**Sent:** Friday, February 01, 2019 10:48 AM  
**To:** Pamela L Harmon  
**Subject:** TADEC: February 6th TADEC meeting

Hilary Meyer, Joseph Beuchel, Myrna Larosa, Larry Bodzewski, Reginia Hughes, Patrick Kushino, Patricia Knol, Erin Stapleton-Corcoran, Sylvia Sztark, Justyna Koc, Selma Mehmedagic

On behalf of the Committee Chairperson Pam Harmon:

**Just a gentle reminder, our next TADEC meeting is Wednesday, February 6th at 2:00pm in room H124.**

### Agenda Items:

- Peer review course updates
- Other

If you know of faculty that might be interested in attending, please encourage them to come.

Feel free to contact Pam Harmon ([pamelaharmon@triton.edu](mailto:pamelaharmon@triton.edu)) or

Humberto Espino ([humbertoespino@triton.edu](mailto:humbertoespino@triton.edu)) if you have any questions.

[www.triton.edu/tadec](http://www.triton.edu/tadec)

## TECHNICAL ADVISORY & DISTANCE EDUCATION COMMITTEE

### Meeting Minutes, February 6<sup>th</sup>, 2019, room H-124, 2 pm

Attendees: Pamela Harmon, Joe Buchel, Sylvia Sztark, Justyna Koc, Selma Mehmedagic, Humberto Espino, Patricia Knol, Erin Stapleton-Corcoran.

1. The Peer Review Committee reviewed eight courses in the fall semester and seven out of the eight are field testing this spring 2019 semester. One course did not run due to low enrollment. There are four submissions that have the potential of being reviewed this spring semester, pending curriculum approval. As a reminder, the Peer Review Committee reviews courses in the Fall and Spring semesters only. Dates and deadlines are firm. Spring Peer Review submissions are due April 1<sup>st</sup>.
2. The Online Course Development Protocol, Online & Hybrid Course Development Proposal form (2017), and flowchart needs revisions to reflect changes. These documents are found in the faculty resources dropdown box under Online Learning. Please send faculty questions to [e-support@triton.edu](mailto:e-support@triton.edu), Humberto Espino [humberoespino@triton.edu](mailto:humberoespino@triton.edu) and Pamela Harmon [pamelaharmon@triton.edu](mailto:pamelaharmon@triton.edu). Questions regarding remuneration can be found on pages 58-61 of the Faculty Negotiated Agreement and handled through Human Resources.
3. Faculty who are in need of assistance with Blackboard, please attend workshops in the CTE with Erin Stapleton-Corcoran [erinstapleton@triton.edu](mailto:erinstapleton@triton.edu) and Pamela Harmon or contact us directly via email to set up an appointment.
4. Other:  
Remaining spring meeting dates:  
March 6<sup>th</sup> at 2 pm in H142  
April 3<sup>rd</sup> at 2 pm in H142  
May 1<sup>st</sup> at 2 pm in H142  
\*All meeting minutes can be found in the TADEC webpage, within Senate.  
<http://www.triton.edu/about/administration/college-council/academic-senate/#tadec>

Meeting adjourned at 2:45 pm.  
Respectfully submitted,  
Pamela Harmon, Chair of TADEC



Revise

## Triton College Protocol for Online and Hybrid Course Development

The objectives of this protocol are to:

- Establish a standardized process for the development of all online, hybrid, and enhanced courses.
- Provide a tool to ensure the design and development of online and hybrid courses meet certain quality standards that are nationally recognized and consistent with college practice.
- Provide the college with a working definition of what are online, hybrid, and enhanced courses

**Definitions:**

- Enhanced Course – A course that utilizes instructional technology (Blackboard CE), but no classroom time is replaced with online instruction
- Hybrid Course – A course that utilizes Blackboard CE (or other approved alternative) for delivery of a significant amount of instruction in lieu of classroom time.
- Online Course – A course that utilizes Blackboard CE (or other approved alternative) primarily or exclusively for delivery of instruction and classroom time is minimal or non-existent

**Online and Hybrid Course Development Process**

Steps	Who:	Action:
1.	Faculty, Chair/Coordinators, Dean	Discuss and decide on any needed changes/additions to online and/or hybrid course offerings.
2.	Faculty	Completes the Online & Hybrid Course Development Proposal Form and forwards proposals to department chair or coordinator for approval.
3.	Chair/Coordinator	Reviews proposal and forwards to Dean if approved or returns to Faculty with comments if not approved.
4.	Dean	Confers with the faculty member, department chair or coordinator regarding the proposal.
5.	Dean	Approves or declines the proposal for the proposed semester and forwards the approved proposal to the Vice President of Academic Affairs or, if applicable, the Vice President of Student Affairs.

REVISE

6.	VP Academic Affairs/VP of Student Affairs	<p>If proposal is not approved, the dean will provide written rationale and recommendations for revisions.</p> <p>The VP makes final recommendations to the President for Board approval and provides for funding in the next FY budget (if appropriate).</p> <p>A copy of the approved proposal is sent to the Instructional Technologist and Manager, Online Learning Technologies.</p>
7.	Manager, Online Learning Technologies (MOLT)	<p>Creates necessary course shells and contacts faculty member with login and password.</p> <p>Provides assistance with back-end technical support.</p>
8.	Instructional Technologist	<p>Contacts the faculty member for required training and support.</p> <p>Provides support in the following areas:</p> <ul style="list-style-type: none"> <li>♦ Planning and design</li> <li>♦ Development and implementation</li> <li>♦ Course delivery and management</li> </ul>

**Review Process for Online & Hybrid Courses**

<b>For all Online &amp; Hybrid Courses</b>		
1.	Faculty	In the first semester of development, a course will be designed and submitted for the process of peer review (faculty and select administrators)
2.	Peer Review Committee	Provides feedback on the course template based on agreed upon standards such as the QOCI Rubric or other tool.
<b>For Online Courses receiving a Stipend</b>		
3.	Faculty	<p>In the second semester of development, the course will undergo field testing (see contract).</p> <p>At the completion of the field testing of the course, makes revisions and modifications to course in consultation with Instructional Technologist and peer review committee</p> <p>In the third semester, the revised course is taught with final modifications in place. This final product is owned by the faculty member and the College.</p>



## ONLINE AND HYBRID COURSE DEVELOPMENT PROPOSAL FORM

### Initial Steps

1. **Meet with your Chairperson or Coordinator and Dean to discuss your course ideas.** It is also a good idea to discuss your ideas with your colleagues to get their input on what they have found to be best practices in the area of online or hybrid course creation and teaching. **Curriculum course outlines must be reviewed and up to date prior to course development.**

Please remember that this form requires the **signatures** of your Chairperson or Coordinator, Dean, and the VP of Academic Affairs before the course will be approved for development.

2. Before beginning the process, please review the terms of the **Online Course Development Proposal Protocol** that Triton follows for all online and hybrid course development.

### Definitions:

1. Enhanced Course – A course that utilizes web-based technology (Blackboard Learn) to facilitate an online class, but no classroom time is replaced with online instruction
  - *This form is NOT required for Enhanced Courses.*
2. Hybrid/Blended Course – A course that combines face-to-face and online formats (Blackboard Learn or other approved alternative) for delivery of instruction. The percentage of face-to-face to online components will vary depending on the course and instructor. The online component will include the structured use of the Learning Management System for instruction, discussion, communication, assignments, and assessment with scheduled face-to-face meetings.
  - *Completion of this form is required before development begins*
3. Online Course – A course that uses Blackboard Learn (or other approved alternative) primarily or exclusively for delivery of instruction. Typically classroom time is minimal or non-existent.
  - *Completion of this form is required*
4. Fully Online Course – A course that uses Blackboard Learn (or other approved alternative) exclusively for delivery of instructions. There is no scheduled classroom time.
  - *Completion of this form is required*

### Information about Development Stipend

All proposal forms submitted for online courses will be considered for development stipends. Selected online courses will be supported by a development stipend, follow contractual language, and become jointly owned by the college. However, not all courses proposed must be offered for joint ownership. Course ownership of proposed courses may be retained by the faculty if they so desire.

## Proposal Information (To be completed by the Developer)

Today's Date:	Semester to be Developed: _____, 20____
	Semester to be Piloted: _____, 20____
Name:	
Division/Department:	
Email Address:	
Phone Ext.:	Office Number: _____
This proposal is for a (Please Check One):	<input type="checkbox"/> Fully Online Course <input type="checkbox"/> Online Course <input type="checkbox"/> Hybrid/Blended Course
Department & Number of this course (i.e. ENG 101):	
Course Title:	
Date of most recent course outline: This must be a current version.	

## Technology and Rationale

For each question below, please check all of the answers that apply.

1. How do you plan to create your online or hybrid course?

- I will develop/use original or OER materials
- I will use a combination of original or OER materials and publisher content (i.e., question databank, images, content)

2. What system will you use to teach this course?

- Blackboard Learn
- Other Course Management System  
(Not eligible for stipend)

Rep Initials: \_\_\_\_\_

3. Do you have experience using Blackboard Learn?

4. Have you taught this course before:
- Online Date: \_\_\_\_\_
- Hybrid Date: \_\_\_\_\_
- Classroom Date: \_\_\_\_\_

5. Have you taught an online or hybrid course before?

If so, where, when, and with which LMS?

6. Have you developed an online or hybrid course before?

If so, where, when, and with which LMS?

7. Do you have a Triton's Online Teacher Certificate track 1 & 2, Master of Online Teaching Certification from ION, or equivalent? If so, please indicate the certification or degree. (Proof of completion may be requested.)

8. Which of the following Blackboard training have you completed:

- Triton's internal Blackboard Learn Seminar Series
- Triton's Online Teacher Certificate (Track 1)
- Triton's Online Teacher Certificate (Track 2)
- Blackboard's Teaching and Learning Online Certification (please indicate the certificates completed below. Proof of completion may be requested.)

9. Which of the following on-campus services will you require to teach your course?

<input type="checkbox"/>	Course or Technology Orientation session	_____ In general classroom	_____ In the computer lab
<input type="checkbox"/>	Library Orientation	<input type="checkbox"/> Lab sections	<input type="checkbox"/> Testing Center
<input type="checkbox"/>	Other (please list and describe):		
	<input type="checkbox"/> None of the above		

9. Please identify your familiarity and experience with the following software and technology:

	Familiar With?		Experience Level (If "Yes")	
Blackboard Learn	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low
MS Office	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low
Google Applications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low
OER	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low
Browser (IE, Chrome, or Firefox)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low
Universal Design	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low
HTML	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low
Graphics/Image Software	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> High	<input type="checkbox"/> Low



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Audio/Video Software

Yes

No

High

Low

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10. Please list additional relevant software and technology with which you are familiar, for example e-learning development software such as Camtasia or Captivate.

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## Developer Responsibilities and Proposal Considerations

Please be aware of the following points:

1. Online courses must be delivered using Blackboard Learn (or approved alternative).
2. As the course developer, you will be asked to make a commitment to deliver the course for at least the first semester that the course is offered.
3. Online course developers are required to complete the appropriate workshops that are provided by the Center for Teaching Excellence, prior to course activation.

## Proposal Review

Following the submission of your proposal, the Dean will review and make recommendations to the Vice President of Academic Affairs. Among the criteria that will be considered are:

1. Whether or not the course meets degree or certification requirements
2. Whether or not the course is IAI approved
3. The amount of demand there is for the course
4. How adaptable the course is to delivery in this new online format

## Completion Time

All funded courses must be completed within the fiscal year. Completed courses are those where:

1. The course has been fully developed and peer reviewed
2. The completed course is in compliance with current ADA accessibility requirements

## Payment

Approval for the release of payment for this course, if offered for joint ownership, will occur once the faculty member provides the PDC with an electronic copy of the completed version of this course that has been approved by the peer review committee.

## Checklist

Be sure that the items below have been completed before submitting this proposal.

- You have attached a copy of the current syllabus for the course and course outline that is current and review by faculty submitting proposal to ensure accurate content.
- You have reviewed the Online Course Development Proposal Protocol
- You have met with your Chairperson/Coordinator and Academic Dean to discuss the details of this course and have obtained his/her signature on this form. (Note: If your work involves a different academic area from your own, please have that Academic Dean sign this proposal.)

## Proposal Information (To be completed by the Department Chair/Coordinator or Divisional Dean)

Please provide your rationale for having this course developed at this time. For example:

- Is the course already being taught online? If so, is the demand for the course such as it will support another 16-week instance of the course?
- Please describe how the development of this course as an online course will fit into the department or division's overall strategy for online course development.
- Will the development of this course as an online offering result in new online programs or certificates? If so, which ones?
- Has the course outline been reviewed and updated by the appropriate faculty and discussed with the Department Chair/Coordinator or Divisional Dean?

# Signatures

## **Faculty member:**

I have met with my Chair & Academic Dean to discuss this proposal:

Signature: (Faculty Member)	Date:
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## **Chairperson/Coordinator:**

I believe this online or hybrid course would make a worthy contribution to the educational mission of our department.

Approved By : (Chairperson/Coordinator)	Date:
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## **Academic Dean:**

I believe this online or hybrid course would make a worthy contribution to the educational mission of Triton College.

Approved By : (Academic Dean Signature)	Date:
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Anticipated semester of initial course offering:
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## **Vice President, Academic Affairs:**

I approve the development of this online or hybrid course for Triton College.

Approved By : (Vice President, Academic Affairs Signature)	Date:
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