To: Deans, Department Chairs, and Faculty

From: Heidi Schweizer, eLearning Director, Center for Teaching and Learning

Date: Fall 2014

For the seventh consecutive year, The Center for Teaching and Learning (CTL) solicits applications from faculty or groups of faculty interested in developing graduate or undergraduate online course(s).

We are also soliciting Department/College proposals for online continuing education certificates or graduate degree programs. The CTL will provide instructional design and multimedia services as well as up to a $3,000 stipend for a faculty member/course. The CTL process for developing courses is a team approach, with the faculty member serving as the content expert while working one-on-one with an experienced instructional designer (and a multi-media specialist when necessary).

Pending available funds, priority for course/certificate development is affected by:

- Courses/graduate/certificate programs with broader footprint; e.g. large enrollments, Core courses, required courses;
- Courses/graduate / certificate programs that students typically have difficulty scheduling;
- Faculty availability to commit 50 hours to the design process – the course design process can begin as early as November 2014, and can be for courses offered during any term between Summer 2015 and Summer of 2016.
- Evidence that supports the likelihood of continued offering by the department; e.g. Core courses, multiple sections, transferability to other instructors
- Matching and/or start-up funds from the department or college

Submit application for online courses by Oct. 15, 2014
Submit application for graduate degree and certificate series by Nov. 15, 2014
APPLICATION FOR ONLINE COURSES,
GRADUATE DEGREES AND CERTIFICATES

No prior experience with online design or online instruction is required. Faculty interested in applying should provide the information requested below and email to Heidi Schweizer.

(1) Name of instructor:

(2) Name and number of course. If proposing a certificate or graduate degree program, a brief summary of the course(s) to be developed:

(3) Core course(s): ___Yes ___No

(4) Semester in which the course/graduate degree program/certificate will first be offered / will begin:

(5) Number of students in a typical section, or anticipated number if the course or program is new:

(6) Brief explanation (i.e. pedagogical, accessibility, flexibility) as to why you are interested in converting the course/program/certificate to the online format:

(7) If this is a proposal for a certificate or graduate program, evidence for potential success of said program; e.g. market research

(8) Statement of support from faculty member’s department chair sent directly to Heidi Schweizer (Heidi.Schweizer@marquette.edu) indicating the department’s willingness to have the course developed online, the intention of offering it on a continued basis, and ways in which the course, program or certificate aligns with the college strategic plan. If proposing a certificate or graduate series, a statement of support from the Dean is also necessary.