

APPROVAL FORM

FACULTY CERTIFICATION FOR ONLINE AND HYBRID COURSE DEVELOPMENT

Instructor Name: _____

Course ID: _____

Semester for First Anticipated Post-training Delivery: _____

Credit Hours: _____

Indicate Modality, Training Type, and Priority from options listed below. Submit fillable pdf via email by applicable due date. Please visit with the AVP to discuss any requests for exceptions.

Modality

Online

Hybrid

Training Type

Initial Certification through Digital Instruction Training

- Faculty member is new to online/hybrid teaching.
- There is no existing online/hybrid course shell for this course that meets current OSCQR and WCAG standards.

Recertification through Digital Instruction Refresh

- Faculty member has previously been certified.
- Faculty member has not completed digital instruction training or a refresh in the last 3 years. *Unless the department is seeking an exception to facilitate taking a program online/hybrid, if so, please visit with the AVP.*

Continuing Education

- Faculty member wishes to do online/hybrid training without developing a specific course.
- Involves financial cost or significant investment of time guided by an instructional designer.
- Information about the activity is attached.

Training to Deliver an Existing Online/Hybrid Course

- Department has confirmed with instructional design team that an existing course shell substantially complies with OSCQR and WCAG standards.
- Author of the existing course will agree in writing to allow the faculty member to use the existing course.
- Faculty member will *not* be doing significant course development and *only* needs to be trained in how to use the Bb LMS to deliver the pre-developed course.

Priority

High Priority

- Training associated with existing or planned online and/or hybrid programs (e.g. a degree or certificate).
- Training associated with the General Education curriculum.
- Training for full time faculty. Training for faculty who have no prior digital teaching experience.

Medium Priority

- Training associated with courses that are not part of a program that is currently or moving toward online/hybrid, but where students in the program will be substantially benefited by the addition of online or hybrid options.
- Training for faculty who have some prior digital teaching experience.

Low Priority

- Training where there is no existing or planned online or hybrid program and no compelling case that a significant number of students will benefit from the availability of online or hybrid options.
- Training for adjuncts (unless the department makes the case that an adjunct is the best person to develop digital courses for the department).
- Training for faculty who have had significant prior training.

Timeline

Fall or Winter Course Delivery

- Applications received by February 1 will be reviewed based on the stated priorities.
- Training should begin no later than April 1.

Spring or Summer Course Delivery

- Applications received by **May 1** will be reviewed based on the stated priorities.
- Training should begin no later than August 1.

Role	Date	Signature
Proposing Faculty member		
Department Chair		
Dean		
Assistant Vice President for Graduate & Extended Learning		
Provost		