Teaching Academy for Online Learning (TAO)
Developing New Online Courses for UNC

Request for Proposals

Due Date: January 22, 2016 for Spring Session; April 22, 2016 for Summer Session.

Introduction

The Teaching Academy is an extension of the "Online Program Development Fund" offered by the Provost's Office and Extended Campus, where faculty members work with Instructional Designers to develop courses using Quality Matters standards as guidelines and receive a stipend when their courses meet Quality Matters expectations.

The Teaching Academy includes both online and face to face components that provide pedagogical background and best practices in online learning along with practical skills for developing and teaching an online course.   Faculty members will receive funding for participating in the academy and developing a new online course that meets QM standards.

Who Can Attend?

Emphasis for the academy is the development of NEW online courses by instructors with little or no experience in online learning. Development of online liberal arts core courses and new courses for Summer or Fall 2016 delivery are especially encouraged. The Teaching Academy is open to anyone interested in developing an online course, not just for courses offered through Extended Campus. Faculty members who are part of an existing program receiving funding from the Online Program Development fund are welcome to attend, but will receive no additional stipend.

In order to be accepted to the Academy, you should:
- Have little or no experience with online learning or no formal training in online learning
- Have an existing course to be converted to online, preferably for Summer or Fall 2016
- Submit the attached form, signed by the Department Chair and Dean or Director
- Complete the online application form.
- Agree to participate in the online course and attend several face to face sessions
- Agree to develop and build your online course

Funding

In recognition of the time and effort required to create an effective online course, stipends will be awarded as follows:

- New online course - $2,000 stipend
- Redesigned online course - $1,000 stipend (has not been through Quality Matters)
- Making a course your own - $500 stipend (course has been through QM, but you are revising for your own use).

The stipend amount will be paid when the course you are developing meets Quality Matters standards. Attendance at the face to face workshops is mandatory for payment of the full stipend.

Schedule

There will be two offerings of the Teaching Academy in 2016:

Spring Semester TAO

- 1st online component starts February 1- February 11th; 2nd online component is from February 15- March 3rd
- Face to face sessions will be held on the following dates in Greeley from 9 - 12 PM:
  - Kick-off Session: Friday, February 12th
  - Closing Session: Friday, March 4th
- Course development will continue through March and April with consultations with Instructional Designers
- Final product due by April 30th

    Note: Participants must complete both online portions and attend both face-to-face sessions

Summer TAO

- 1st online component starts June 1- 9th; 2nd online component is from June 13- 23rd
- Face to face sessions will be held on the following dates in Centerra from 9 - 12 PM:
  - Kick-off Session: Friday, June 10th
  - Closing Session: Friday, June 24th
- Course development will continue through July with consultations with Instructional Designers
- Final product due by July 31st

    Note: Participants must complete both online portions and attend both face-to-face sessions

Outcomes

Academy participants will gain an excellent foundation in the pedagogy of online learning, best practices, and teaching techniques. In addition, upon completion of the Academy, participants will have applied their knowledge by developing:

- A syllabus appropriate for online learning with course level objectives
- A course schedule that maps out the learning units and all materials, readings, activities, and assignments.
- The structure of the Blackboard course, including menu selections and folders.
- At least two specific learning units with all components.

Workshop Agenda

The academy is designed as a "hybrid" course, meaning that it has online as well as face to face components. The online components provide participants with experience as an online student, which contributes to more effective online course design. The online course provides a model of quality course design along with examples of how various tools and techniques can be used in online courses. And finally, the online component provides a repository of various resources, templates, and documents that can make designing an online course more efficient. The face to face sessions provides attendees with the opportunity to share experiences with colleagues, work on planning their online course, and learn from experienced online faculty guest speakers.

Topics include:

- Introduction to Online Learning
- Introduction to Quality Matters
- Planning an Online Course (develop your course blueprint)
  - Writing measurable objectives – the foundation
  - Choosing assessments
  - Planning resources and activities
- Instructor presence in an online course
  - Adding your personality and expertise to a course
  - Facilitation skills

> **Please note:**
> The TAO does not include hands-on instruction on how to use Blackboard. Blackboard workshops will be offered separately based on attendee needs.

Teaching Academy Application

University of Northern Colorado — Extended Campus

Complete this form with required signatures and send to Instructional.Design@unco.edu or Campus Box 21. Please call 970-351-1189 with application or submission questions.

First Name: Last Name:

E-mail: Phone #:

Academic Unit/Dept:

Course Name/Number:

Term Offered:

TAO Session Desired:

Course Information

Course Type: Hybrid   Fully Online

Is the course a: LAC   Required course in Major
                      Elective   Other:_____

Please describe why you are developing this type of course.

What are the benefits of offering this course online to UNC and the students?

Required Signatures

Department Chair:_____   Date:_____

Dean/Director:_____   Date:_____