

**PVCC Choices Hybrid Course Proposal Application  
2017/2018**

Faculty member(s): \_\_\_\_\_

Department /Division: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Proposed Course number and title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Proposed Partner course: \_\_\_\_\_

Proposed start date of course development: \_\_\_\_\_

Proposed semester of course delivery: \_\_\_\_\_

Proposed number of weeks' format (16, 14, 12, 8 week): \_\_\_\_\_

If Adjunct, name of residential faculty mentor: \_\_\_\_\_

Proposed Room Assignment: \_\_\_\_\_

Proposed textbook and/or OER materials: \_\_\_\_\_

**Course & Room Approval by Division Chair/Occupational Program Director:**

\_\_\_\_\_  
**Signature** **Date**

1. Please list the **dates** when you completed these workshops with the Center for Teaching and Learning; list the Canvas dates if you completed the other workshops before Aug. 2012 and Blackboard was the LMS:

- a. Canvas - "Basics" \_\_\_\_\_
- b. Canvas - "Advanced" \_\_\_\_\_
- c. "Preparing to Teach" \_\_\_\_\_
- d. "Course Design" \_\_\_\_\_
- e. Other \_\_\_\_\_

**Course Training Completion Approval:** *(You may get Carolyn's signature, or attach an email approval or a printout from your HCM Learning Development List of courses completed.)*

\_\_\_\_\_  
**Instructional Designer (Signature /Date or attachment)**

2. Why do you want to offer this course as a hybrid course? What is the target audience?

3. How will this course enhance or add to the hybrid choices for students? How will it help them complete a certificate or degree?

4. What evidence or data do you have that there is a need for this hybrid course and that students will take it?

5a. Please check how you're going to deliver the rest of your course material:

Canvas – (indicate what approx. % of the course material will delivered via Canvas)

Online Textbook – (indicate what approx. % of the course material will delivered via online textbook materials)

5b. Please enter the proposed day, times and length for both the proposed course and what would be showing in the Course “Notes” in the Online Class Schedule?

<u>Periods</u>	<u>At Least 50% - In Class Instruction</u>
1 =	400 minutes = 6 hrs. 40 min.
2 =	800 minutes = 13 hrs. 20 min.
3 =	1200 minutes = 20 hrs.
4 =	1600 minutes = 26 hrs. 40 min.
5 =	2000 minutes = 33 hrs. 20 min.
6 =	2400 minutes=40hrs

	<u>Current Times/Days</u>	<u>Periods</u>	<u>Proposed days, dates and times</u>
<b>Example:</b>	HES100 – MW 9:00 – 10:15	3.0 - 3.0 Periods	M 9:00 – 10:15 16 weeks
<b>Actual:</b>			
<b>Notes:</b>			

6a. Explain if you will be developing all of your own course materials, or using textbook web resources, OER (Open Educational Resources), an online course site, or other.

6b. Describe any additional skills that you need to acquire to develop this course. Include a timeline of when and how you will acquire them before developing the course.

6c. Describe any technology tools that will be used to deliver the course and communicate with the students that are not part of Canvas. Describe additional software (and version,) if any, that students will be required to use/purchase.

7. Describe any additional support you will need while developing this course. Who will give this support?

8. Do you plan to test in class, or to have it proctored? Please explain.

9. If you have **not** identified a partner course to share the room, what other arrangements have you made for efficiency of room use (e.g., not offered during prime time, talking with other divisions about sharing a classroom, planning to develop a partner class next cycle, etc.)

11. Other special information or considerations?

**PLEASE CIRCLE THE CORRECT RESPONSE AND PROVIDE THE INFORMATION:**

1	Is the proposed course one of top 25 FTSE generating class for PVCC?	<b>YES</b>	<b>NO</b>
2	Is the proposed course a General Education class?	<b>If YES – list which one</b>	<b>NO</b>
3	Does the proposed course meet a degree or certificate requirement?	<b>If YES – list which one</b>	<b>NO</b>
4	Have you taught the proposed course face-to-face?  <b>If you have you taught the proposed course face-to-face, indicate your status at the time: T.A., Adjunct or Full time Faculty Member</b>	<b>YES – When &amp; Where, Status</b>	<b>NO</b>
5	Have you taught the proposed course in a distance format?  <b>If yes, indicate which format: Flex, GIL, Hybrid, or Online</b>	<b>YES – When &amp; Where, Format</b>	<b>NO</b>
6	Has the proposed course already been developed either online or hybrid at PVCC?  <b>If yes, development money won't be paid.</b>	<b>YES – which format?</b>	<b>NO</b>
7	Have you developed the course at another MCCD college?	<b>YES – Which college &amp; when?</b>	<b>NO</b>
8	Have you ever <u>developed</u> hybrid or online courses at PVCC?  <b>If yes, indicate which format(s): Hybrid or Online</b>	<b>YES – list which one(s) &amp; when</b>	<b>NO</b>
9	Have you ever <u>taught</u> hybrid or online courses at PVCC?  <b>If yes, indicate which format(s): Hybrid or Online</b>	<b>YES – list which one(s) &amp; when</b>	<b>NO</b>
10	If you ask for compensation for development, will you have additional <b>contracts</b> during this period?	<b>YES – How many hours?</b>	<b>NO</b>

If I am compensated for development of the online materials, I agree the material will be archived and owned by PVCC.

---

Print your name

(your signature)

(date)