ADDENDUM D
FORM DLC – Parts 1 and 2

Part 1: Course Approval

FACULTY NAME:__________________________________________

DEPARTMENT:____________________________________________

NAME OF COURSE AND CODE:______________________________

SEMESTER COURSE WILL BE OFFERED:________________________

COURSE WILL BE ☐ FULLY ONLINE ☐ BLENDED

CHECK ONE OF THE FOLLOWING:

☐ This is an agreement between the faculty member and the College to indicate SIGNIFICANT (ownership is joint between faculty member and the College) support, such as paid personal training, paid development, and paid matching funds for grants, provided by the College to produce the proposed course.

STIPEND AMOUNT: $____________

☐ This is an agreement between the faculty member and the College to indicate NOT SIGNIFICANT (ownership is faculty member only) support, such as paid personal training, paid development, and paid matching funds for grants, provided by the College to produce the proposed course.

STIPEND AMOUNT: $0.00

Part 2: Training

Instructor agrees to:

1. Contact the Instructional Design Office by email (windleh@sunyulster.edu) or phone (845-687-5295).
2. Collaborate with Instructional Design to create a course structure that incorporates the best practices for online course design as described by Open SUNY and the Open SUNY Course Quality Rubric (OSCQR) http://commons.suny.edu/cote/course-supports/.
3. Consult with the appropriate academic department chair or coordinator regarding departmental expectations.
4. Complete the Open SUNY Online Course Training. The Instructional Design Office will provide personalized course design support in conjunction with these mandatory trainings.

NOTE: Subject matter content is the responsibility of the instructor.

Part 3: Review and Payment - See Form DLC – Part 3

Please attach a copy of the course outline OR the proposal currently sent to Curriculum Committee.

__________________________________________
Faculty Member

Date

__________________________________________
Department Chair

Date

__________________________________________
Dean of Academic Affairs

Date