



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK
The Office of Special Sessions & Programs

100% Online Course Offering Protocol

The following protocol has been established in an effort to keep the lines of communication open and develop a common understanding between all parties regarding 100% online course offerings.

- Faculty interested in teaching a 100% online course must consult with their department chair/director. Critical discussion points should include the appropriateness of offering the specific course fully online (i.e., asynchronously (ASY) or combined online (CMB), [www.brockport.edu/suny_learning_network/docs/CMB.pdf]).
- Once confirmed with the department chair, the new 100% online faculty member notifies Priya Banerjee (pbanerjee@brockport.edu), confirming his/her plans to teach a 100% online course, indicating the course title, number, and the term in which the course will first be offered. New online faculty must complete and submit the **Online Faculty Approval Form** at: www.brockport.edu/academics/online/onlinefacultyresources.html, click on <Submit an Online Course Approval Form>, which will be automatically forwarded to the department chair/director and school dean for review, sign-off and submission.
- Online courses “Go Live” (become accessible to students), **one week** prior to the start of class. Faculty are expected to have their entire course developed at least **two weeks** prior to the course start date, and may make revisions as the term progresses.
- New online faculty are strongly encouraged to participate in and complete the Introduction to Online Teaching (IOT) course development training and those who do so, receive a one-time, \$500 recognition stipend when their first 100% online course "Goes Live" and \$250 for each subsequent new online course. Only faculty who complete the IOT course development training and earn a certificate of completion, will be eligible for the one-time, first course development and subsequent new online course development stipends.
 - For more information about the stipend, go to www.brockport.edu/academics/online/docs/onlinefacultyandstudentbooklet.pdf or contact online@brockport.edu.
 - For information regarding the IOT course development training program, go to www.brockport.edu/support/lits/asis/support.html or contact Shari Hardenbrook at shardenb@brockport.edu.
- Faculty teaching an online course for the first time at Brockport, with extensive online course development **and** teaching experience (using Blackboard) elsewhere, may be declared exempt from participating in new online faculty course development and design training by his/her chair or director, but are strongly encouraged to complete the OSCQR review process. Instructors who earn an OSCQR certificate of completion, receive a one-time, \$500 recognition stipend when their first 100% online course "Goes Live" and \$250 for each subsequent new online course. Only faculty who have earned the OSCQR certificate prior to teaching their first online course at Brockport, will be eligible for the one-time, first course

development and subsequent course development stipends. For more information, go to www.brockport.edu/academics/online/docs/onlinefacultyandstudentbooklet.pdf or contact online@brockport.edu.

- Developing a new, high quality and rigorous online course takes extensive time and effort. Instructors must plan ahead and give themselves plenty of lead-time to attend training and develop a course, as per the following timeline:

100% Online [ASY or CMB] Course Development Timeline		
Term Course Offered	Course Development Timeframe	Note
Fall	Spring or early summer	Faculty who may be unavailable or out of the area in SP, should develop their course early in the prior fall.
WinterSession	Summer or early fall	Faculty who may be unavailable or out of the area in SU or FA, should develop their course early in the prior spring or early summer.
Spring	Early fall	Faculty who may be unavailable or out of the area in FA, should develop their course early in the prior early spring or early summer.
SummerSession	Early spring	Faculty who may be unavailable or out of the area in SP, should develop their course early in the prior fall.

Please call Priya Banerjee (x-5442) if you have any questions or concerns.
Thank you for your interest in teaching a 100% online course.

For more information re: 100% online at Brockport, go to:
www.brockport.edu/academics/online/