

TO: Deans and Department Chairpersons
FROM: Gwendolyn Godard, Associate Director
Center for Distance Learning

DATE: August 15, 2007

RE: *Distance Learning Online Course Development & Enhancement Requests*

This communication is an invitation for you to propose courses in your college or school, which need to be developed for online delivery or to propose existing online courses that need to be enhanced. (**Note: Please do not submit courses for development that have been previously developed. These courses would have to be submitted for enhancement. Enhanced courses must be at least 3 years old.*) I have enclosed a copy of the current Distance Learning Course List for your reference. *All development and enhancement activities will take place during the fall, spring and first summer session of the 2007-2008 Academic Year.*

A list of all requests for development and enhancement will be generated and ranked using the rank indicated by the dean or chairperson and the following criteria:

- Current online programs and initiatives within schools/colleges
- Current eLearning grants with programs and licensure only within schools/colleges
- Current schools/colleges proposed distance learning plans submitted to the Center for Distance Learning
- Future online programs and course offerings
- Courses that support proposed online program initiatives
- Courses that meet the goals and objectives for online delivery mode
- Course development and delivery within one year
- Submission of online course development/enhancement form by the deadline
- Available funding

Please complete the attached Online Course Development/Enhancement Form and return it to CDL by the deadline, which is ***Friday, September 14, 2007. Fulltime and adjunct faculty, with departmental and dean approval, are eligible to develop or enhance online courses. However, twelve month employees will not normally be paid an overload for teaching, developing, or enhancing distance learning courses.***

If you have questions regarding the above or if I can be of assistance, please contact me at 256-0355 or godardg@ncat.edu. Thank you for your cooperation and please have a wonderful day.

Enclosures

Cc: Dr. Janice Brewington, Provost & Vice Chancellor, Academic Affairs
Dr. Kenneth Murray, Associate Vice Chancellor, Academic Affairs