



**Office of E-Learning, Innovation, and Teaching Excellence (ELITE)
Course Development Program**

The course development process for distance education and OER courses is outlined in the side letter agreement between the College and AAUP. Unless stated otherwise, the most recently negotiated agreement is the governing document as it relates to course development ESH.

Course development ESH requests should support the initiatives of the College's strategic plan and the Academic Master Plan. In addition, discipline and department alignment is expected.

To be considered for course development ESH, faculty must submit the completed request form to ELITE, with all signatures by November 15 (Spring), March 15 (Summer), or May 15 (Fall). Questions can be addressed to ELITE at dl@montgomerycollege.edu.

Expectations of faculty, criteria used in the course selection process and the support services provided by ELITE are outlined in the [side letter](#). It is expected that submission of the signed ESH request form is indication of understanding the contents of the side letter.

E-Learning, Innovation, and Teaching Excellence Course Development Program

Course Development and ESH Request Form

Return by: 11/15 (Spring), 3/15 (Summer), 5/15 (Fall)

Your Name: _____

Date Online Teaching Training Completed (if applicable): _____

Department Chair: _____ Discipline Dean: _____

Status: Full-time Part-Time

Course to be developed:

Semester for which you are requesting ESH: _____

Course Title (eg ENGL 101): _____

Is this course currently offered in a distance or OER format? Yes No

Delivery mode (e.g., Blackboard, Collaborate, OER): _____

Number of ESH requested: _____

Expected delivery semester for the first offering of the course: _____

Number of distance and/or OER of this course offered collegewide for this current academic year: _____

Number of enrolled students in those sections: _____

Faculty's Signature

Date

I agree to develop and deliver the course identified above.

Department Chair's Signature

Date

I agree to the development and delivery of the course identified. This course falls within the Department goals.

Discipline Dean's Signature

Date

I agree to the development and delivery of the course identified. This course falls within the Unit and College goals and is acceptable from a staffing perspective.

Do not write in this area - To be completed by the Office of E-Learning, Innovation, and Teaching Excellence

This request has been reviewed and has been Approved has not been Approved.

Reason if not approved:

Dean of MC Online and Academic Support

Account Number (PAF)