

**Flexible Learning Options  
New Course Development/New Instructor Training Request**

Instructor Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Credit Hrs: \_\_\_\_\_ Contact Hrs: \_\_\_\_\_ Academic Area: \_\_\_\_\_

Primary Delivery Format for this Course\*:  Online  Telecourse  Self-Paced  Self-Paced w/Extended Registration\*

Secondary Delivery Format(s). Select all that apply:  Online  Telecourse  Self-Paced  Self-Paced/Ext.Reg.  F2F  
Provide information in the Faculty Comments section on back on how you plan to integrate the secondary format(s) and why.  
Include estimated percentage of time in each delivery method (e.g. 50% online/50% face to face)

Semester & Year Applying for Development and/or Training: \_\_\_\_\_

Semester & Year for Initial Course Delivery: \_\_\_\_\_

Preferred Method of Development Compensation\*\*:  Overload  Adjunct  Release Time

If release time, will an adjunct be hired to replace your teaching load?  Yes  No

Is development compensation grant funded?  Yes  No If yes, what grant? \_\_\_\_\_

\* Delivery descriptions are defined on the back (page 2) of this form.

\*\* Compensation may be approved for development of Online, Self-paced, Self-paced/Extended Registration and combinations of these delivery modes. Amount of compensation is generally equal to the contact hours for the course being developed. Some exceptions may apply for hybrid telecourse combinations or use of packaged courses as with telecourse delivery.

***Read and sign-off for the appropriate category below. If you would like to add comments, do so in the space provided on back.***

**A. DEVELOPMENT COMPENSATION REQUEST**

Course does not exist in this format or course needs major revision. If the instructor is new to teaching in the delivery mode(s), training will be provided as part of the development process. Review the FLO Course Development and Training Guidelines or contact the FLO office (995-1965) for more information.

I have read the FLO Course Development and Training Guidelines and understand that after the new FLO course is approved, the FLO office will be contacting me to establish a development plan that satisfies the requirements established by the college.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. FLO TRAINING REQUEST**

Instructor is new to this delivery format, but the course is already developed in the format(s) to be delivered or doesn't require development compensation (e.g. a telecourse or packaged online course). Review the FLO Course Development and Training Guidelines or contact the FLO office (995-1965) for more information.

I have read the FLO Course Development and Training Guidelines and agree to contact the FLO Office to discuss needs and obtain necessary training prior to scheduled course delivery:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Approval Signatures for New FLO Course Development or Training. Add comments on back.***

Academic Chair \_\_\_\_\_ Date \_\_\_\_\_

Vice-President for  
Educational Services \_\_\_\_\_ Date \_\_\_\_\_

Director of Educational  
Media Technologies \_\_\_\_\_ Date \_\_\_\_\_

**Approved for Training &/or Development**  **Approved for Compensation**  **Not Approved**  
(Note: See comments on back)

## **Add your comments in the appropriate designated space below.**

If additional space is needed, use a separate sheet and attach to this form.

Faculty Comments:

Academic Chair Comments:

Director of Educational Media Technologies Comments:

Vice President for Educational Services Comments:

## **Terminology:**

**Online:** Online delivery can be fully Internet based or a combination with one of the other deliveries, normally either face to face (on-campus) or self-paced. The difference between online and web-enhanced is that online classwork actually reduced on-campus seat time.

**Telecourse:** Telecourses use a combination of video lectures and on-campus meetings. You do not need to check F2F as a secondary delivery option since it is an automatic requirement of this delivery method.

**Self-Paced:** Self-paced delivery is where students create their own time line for completing a course based on their own schedule. They are requested to complete an orientation (may be online) and sign a contract of projected completion date.

**Self-Paced w/Extended Registration:** These courses follow the self-paced delivery as described above, but also allow students to register after the start of the semester/regular session—for Spring and Fall this is through the add period of the second seven weeks. For Summer semesters, contact the FLO office.

**F2F:** Some of the course activities require face to face delivery—instructor and student(s) meet in same location—either on campus or elsewhere. This could be for required orientation sessions, laboratory work, presentations, testing, etc. Proctored testing that can be arranged at locations or times other than a scheduled classroom date are not considered a F2F delivery requirement.

**Major Revision:** If the course already exists in the selected delivery format(s) but revisions are considered to be beyond what would be required as part of regular teaching responsibilities, explain what the revisions are and why they need to be accomplished in the comments section above or on separate attached sheet.

**If you have additional questions regarding the form, terminology or process, contact the Director of Ed. Media Technologies at (231) 995-1076.**