Call for Participants
Professional Development: Build a Web Course Workshop
Summer Workshop Application Deadline: April 1, 2018

Facilitator: Ms. Tiffani Reardon

The College of Humanities and Social Sciences is now accepting applications for a seven-week workshop for faculty entitled “Build a Web Course Workshop.” This course is only open to full time, 9 month, permanent CHSS faculty who have not completed this workshop yet.

At the conclusion of the course, if participants have met the criteria for successful completion, full time faculty will receive Quality Matters certification and a $3,000 compensation in June 2018 for the summer workshop and course development. This compensation does count toward the 33.3% maximum pay for summer.

Faculty with QM certifications are still eligible for this course, but they must agree to use this workshop to develop a new online or hybrid course (i.e. a course that has not been developed or taught online or hybrid by them before) to be taught no less than three times in the next five years by the developing instructor, at the chair’s discretion – this is not a promise of employment.

This course will cover online learning theory, andragogy, best practices in course development, advanced D2L and other instructional technologies, QM certification, effective online course design, technology to make life easier, copyright, cheating prevention, and many other topics. The course itself covers 24 clock hours over seven weeks. For summer, it includes five asynchronous online sessions, one face to face session, and two synchronous online sessions (see schedule). Participants may miss one online module or one synchronous online meeting in summer and still remain eligible to receive compensation for the summer workshop. The face-to-face session is mandatory.

*Please Note: The summer workshop is restricted to full-time, 9 month, permanent CHSS faculty only.
To receive the QM certification and $3000 compensation, participants must attend all of the sessions (one absence is permitted – see special regulations for the workshop), provide a completed new web course or a completed new hybrid course that meets Quality Matters standards, agree to answer various questions throughout the course regarding technology adoption and faculty use, and participate in class activities such as discussion boards and wikis. A mandatory presentation session is scheduled at the end of each workshop. Please see the workshop schedule for deadlines.

**Deadlines:**
Summer 2017, Full Time Faculty Only
May 14: First QM Pre-Review (Start here information and two modules)
June 1: Submit to CHSS KSU QM Pre-Review. Full course must be developed.
June 8: Submit to KSU QM Review. Full course must be developed.

If you have any questions, please contact Tamara Powell at tpowel25@kennesaw.edu or 470.578.2911. To apply to participate in this workshop, please fill out the attached sheet and provide the supporting documentation, and return it to your Department Administrative Assistant before April 1, 2018.
Application for Participation in CHSS Professional Development:
Build a Web Course Workshop

Application Deadline: April 1, 2018

I am applying for the:
☐ Summer 2018 Workshop

1. General Information

Name: ________________________________________

Department: ____________________________________

Rank: ☐ Professor ☐ Associate Prof. ☐ Assistant Prof. ☐ Senior Lecturer
       ☐ Lecturer ☐ Instructor

Years at KSU: __________

2. Please attach a one-paragraph statement of purpose regarding what you will do with your training in this workshop. Include why you want to take the workshop, how the professional development workshop will benefit you, students in your department, and the College of Humanities and Social Sciences, what course you will develop, and when the course will be offered (at the discretion your department chair – this is not a guarantee of employment).

3. Attach your latest semester evaluations available (one page summary quantitative evaluations). If your evaluations are not available, please include a note from your chair speaking to your teaching performance.

4. Course information:
   a. Course Name: _______________________________________________
   b. Course Number (including prefix): _______________________________
   c. The planned course is ☐ Online     or     ☐ Hybrid (50% online)
   d. The course will be delivered at KSU ☐ fall 2018 ☐ spring 2019 ☐ summer 2019
      ☐ fall 2019 ☐ spring 2020
   e. I certify that this course is a course that will be newly developed by me, that is, I have never taught this course either online or hybrid before.

___________________________________________
Your Signature
f. I have discussed with my departmental online coordinator how much original content must be created for this course, how much of another’s course I can use (if applicable), how much of a publisher’s materials or website I can use (if applicable), how much publicly available content or other content I can use (if applicable).

I will use the following materials not created by me (please list other people’s courses, publisher materials and websites, and any other material not created by me) in the creation of this course:

This plan has been approved by my departmental online coordinator. If I change my plan, I will discuss it with my online coordinator. If he/she approves, I will resubmit the updated plan and signature.

__________________________________________
Your Signature

__________________________________________
Signature of Online Coordinator
5. I understand that I alone am responsible for checking to see if I am eligible to receive the compensation for professional development. The responsibility for finding and verifying this information does not fall to my department chair or personnel in the Dean’s Suite or the CHSS Office of Distance Education. The responsibility for finding and verifying this information does not fall to anyone in my department besides myself. By signing below, I have verified that
☐ For full timers: I will not exceed my salary cap (33.3%) by accepting this compensation in June. I understand that this course does count towards my summer cap. I also understand that I must meet all deadlines (please consult schedules). I understand that deadlines are different for part timers and full timers.

*Failure to meet these deadlines will result in no payment. There are no extensions granted, and no exceptions.*

I understand the financial consequences:
- Not receiving the compensation because of a salary cap overage
- Accepting a reduced amount in order to not exceed the applicable salary cap.

____________________________________________________
Your Signature

7. Please indicate which set of criteria applies to you, and check the boxes in that set.

☐ Full time faculty:

I understand the conditions for receiving the QM certification and $3000 professional development compensation are (check to indicate agreement)

☐ Attendance at all of the required F2F and synchronous sessions and completion of all required tasks by the deadlines.
☐ Arriving at the face to face workshop sessions on time and staying until the end of the session.
☐ Attending the presentation session and presenting three modules of my course built to QM standards (16, one week modules for a spring or fall course) to my colleagues.
☐ Delivery of a finished product (a complete online course—16 one week modules for a spring or fall course-- or an entire hybrid course built to QM standards by the deadline).
☐ Answering of questions at various points throughout the course.
☐ Participation in workshop sessions, wikis, discussion boards, blogs, quizzes, and other interactive aspects of the course.
☐ Paying attention in workshop sessions (that is, I understand that workshop sessions are not the time for me to update my Facebook page, grade my papers, catch up on my email, etc., and that if I would like to attend to personal matters rather than pay attention and participate in workshops, I forfeit my QM certification and compensation).
☐ Delivery of my course at KSU for the first time during the agreed upon semester (item 4D).

In addition,
☐ I understand that I can only receive this $3,000 compensation for building an online or hybrid course as a result of the Build a Web Course Workshop once.
☐ I must teach the online/hybrid course that I develop for this workshop no less than three times in the next five years (can be changed at chair’s discretion—this statement is not a guarantee of continued employment at KSU).
In addition,
- I understand that I can only receive this $3,000 compensation for building an online or hybrid course as a result of the Build a Web Course Workshop once.
- I must teach the online/hybrid course that I develop for this workshop no less than three times in the next five years (can be changed at chair’s discretion—this statement is not a guarantee of continued employment at KSU).

8. To apply for the Build A Web Course workshop, you must have successfully completed the “Am I Eligible to Receive Compensation” lesson. At the completion of the lesson, you will print your certificate and attach it to your application. You may find the link to the lesson at: [https://softchalkcloud.com/lesson/serve/Ee7hv8AbrTsF1B/html](https://softchalkcloud.com/lesson/serve/Ee7hv8AbrTsF1B/html)

Sign here to indicate that you understand the conditions of the course, and that you wish to apply to participate in the course.

_________________________________________   ______________________
Signature of Department Administrative Assistant   Date

_________________________________________   ______________________
Signature of Departmental Online Coordinator   Date

Does your department chair support your participation in the Build a Web Course Workshop and your development of your planned hybrid or online course?
- YES   - NO

_________________________________________   ______________________
Signature of Department Chair   Date

Don’t forget to attach your paragraph, evaluations, and certificate (#2, #3 & #8). Incomplete applications will not be considered.