Financial Support Requested

☐ If enhancement is assigned as part of a faculty member's load, the department may request remuneration equivalent to the cost of employing an adjunct.

Adjunct remuneration requested: $ ____________________

☒ If enhancement is assigned through a Distance Learning Grant, the faculty member may receive $1,500 when the course has been completed and certified by the department Chairperson, Dean, and the Center for Distance Learning.

Course Enhancement Support

Approved proposals will receive the following course enhancement support:

• Instructional design assistance

• Blackboard Training*
  o "Effective January 1, 2007,
  ▪ Faculty who have developed/enhanced two or less online courses must attend a minimum of three Blackboard consultation/training sessions.
  ▪ Faculty who have developed/enhanced more than two online courses must attend a minimum of one Blackboard consultation/training session.

• Course enhancement/media production assistance
  • Course editing
  • Course completion review
  o Course enhancers must present the completed online course to a review committee, which includes members of CDL, the department chair, and/or dean to ensure that courses are prepared to meet quality standards. *Please, remember to show your course to your chair and/or dean prior to making your presentation to CDL.

Payment

Payment for the Distance Learning Course will be in one installment at the end of the enhancement period. The Payroll Office will determine the disbursement date.

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ENHANCEMENT PROPOSAL APPROVAL

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Date</th>
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<tbody>
<tr>
<td>Chairperson</td>
<td>Date</td>
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<tr>
<td>Dean, School/College</td>
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<tr>
<td>Associate Director, Center for Distance Learning</td>
<td>Date</td>
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Revised 9/21/07