



Date Submitted:	November 5, 2015	Funding Year:	2015-2016
Division:	Language Arts	Division Dean:	Paul Starer

Requested Amount: \$2900

Funds are being requested from: TBD

Note: Responses for the complete application should be limited to about 2 pages.

1) Please provide a summary of the request and details on how this request

The [Academic Senate resolved](#) to adopt the Online Education Initiative (OEI) Online Course Review Rubric as the "exemplary standard for evaluating and improving the quality of our online classes..." and further resolved to ask the division's curriculum committee or their designees to develop division-specific guidelines that are informed by the OEI.

I believe this is an important opportunity for online instructors in our division to share and codify the best practices already at work in our online courses, and share those best practices to ensure that students who take our online courses experience a consistent standard for online learning. I've invited and encouraged all online instructors in the Language Arts Division to participate in this process.

Activities to be completed by February 16, 2016:

- Review the OEI Course Review Rubric
- Develop division-specific guidelines/rubric for online instruction that are informed by the OEI rubric
- Develop a recommended process and timeline for review of online courses in our division

I have scheduled one 1.5-hour meeting Fall quarter, and I anticipate we will schedule two 1.5-hour meetings in the Winter quarter, with approximately 7-10 hours of individual work/discussion online (in a platform to be determined, e.g., the English Department Etudes website).

I am requesting funds to compensate part-time instructors for their contributions to this work:

14.5 hours@ \$50/hr for 4 adjunct faculty = \$2900