

MONROE COMMUNITY COLLEGE
CURRICULUM AND PROGRAM DEVELOPMENT
ACADEMIC PROGRAM INITIATIVES

PROPOSAL FORM
Proposals for Instructional Delivery in the Hybrid Format

Part I: Proposal Information

Proposer _____ Ext. _____

Department _____ Status (e.g. FT, Adjunct) _____

Proposal for Course to be offered: Semester _____ Year _____

This Proposal is for a:

- New hybrid instructor who has never taught SLN or a CourseSpace course
Instructors in this category must:
 - Complete Parts I, II, V and VI of this proposal form
 - Gain experience in an online environment. The proposal form will be forwarded to the appropriate person who will discuss training options and assist in the development of a full proposal.

- New hybrid instructor who has taught SLN and/or CourseSpace courses
Instructors in this category must:
 - Complete Part I - VI of proposal form
 - Attach Syllabus/Course Information Sheet
 - Attach Narrative*
 - If proposal is accepted, attend Hybrid Instructional Design Training

- Repeat hybrid instructor who has taught a *different* course in a hybrid format
Instructors in this category must:
 - Complete Part I - VI of proposal form
 - Attach Syllabus/Course Information Sheet
 - Attach Narrative*
 - If proposal is accepted, attend Hybrid Refresher Course

- Repeat hybrid instructors who have taught this proposed course in a prior semester need not complete a proposal. Such sections should be scheduled within the instructor's academic department through the normal master scheduling process.

* Review Hybrid Rubric for Narrative Criteria

Part II: Course and Instructor Information

Course Abbreviation & Title: _____ Credit Hours: _____

Please list the instructors who are proposing to teach this course as a hybrid and place a if they have taught this course in the following modes:

Instructor(s)	Face-to-Face	SLN	CourseSpace

If this proposal is approved and you have course materials from a previous or current course that you would like copied into a new hybrid template, please describe the location of the content to be copied by completing the following:

Course Abbreviation & Section # _____ Semester _____ Year _____

Course Type (check one): SLN CourseSpace Hybrid CourseSpace Web-enhanced

Copying Details (check one): Copy entire course Copy Course Information Documents only

Part III: Course Requirements

Facilities: Standard Classroom Smart Classroom Lab Other _____

Location: Brighton DCC ATC PSTF Other _____

Resources: Describe any special resources needed to teach this course as a hybrid (e.g. extra equipment, materials)

Part IV: Proposed Course Meeting Schedule

Since courses may or may not meet every week, please indicate the proposed meeting frequency on this form.

WEEK 1:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 2:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 3:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 4:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 5:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 6:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 7:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 8:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 9:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 10:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 11:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 12:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 13:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 14:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____
WEEK 15:	<input type="checkbox"/> 50 minutes	<input type="checkbox"/> 80 minutes	<input type="checkbox"/> Other: _____

Part V: Secure Required Department and Divisional Dean Signatures

TO BE COMPLETED BY THE DEPARTMENT CHAIR:

This Proposed Course is (check all that apply): a preliminary proposal only. Full proposal to be developed

- General Elective Required Course General Education Elective
 Certificate Offering Degree Program Offering Other _____

Department Support _____ w/o reservation Date _____

TO BE COMPLETED BY THE DIVISIONAL DEAN:

Once approved for addition to the Master Schedule, this Hybrid Section will be:

- An additional section of this course
 A conversion of a section previously offered face-to-face
 A conversion of a section previously offered via SLN
 A continuation of a section previously offered as a Hybrid
 This remains to be decided.

Dean Approval _____ w/o reservation Date _____

Part VI: Return Proposal Form and Required Attachments to Dean of Curriculum

Part VII: Committee Signatures and Comments

ETS Recommendation: _____ Support Date _____

Committee Recommendation: _____ Support Date _____

Academic Services Vice President: _____ Approve Date _____

Comments: