

## OEI Faculty Information Meeting Registration

To learn more about Course Design Academy and submitting your course for review sign up and attend an information session.

Please visit our website for more information:

<http://onlinenetworkofeducators.org/course-design-academy/>

**First name \***

**Last Name \***

**Email \***

**College \***

**Your Primary Role on Campus \***

**Institution Course ID \***

Please enter the Local Course ID (without the course name or section number).  
Examples: ENGL 1A, ECON 1A

**Course C-ID \***

note the course must be fully online

**Is your course currently taught in the Canvas Course Management System? \***

- Yes  
 No

**Select an online OEI Faculty Information Meeting \***

Please select the day and time that best fits your schedule. You will receive a confirmation email with meeting access information.

- Friday, September 28, 2018 from 3:00-4:00 pm  
 Wednesday, October 10, 2018 from 10:00-11:00 am  
 Tuesday, October 23, 2018 from 2:00-3:00 pm

Send me a copy of my responses

Submit

# How can I participate in the Course Design Academy?

*Participating in the Course Design Academy is as easy as 1-2-3 (4-5)!*

## **Step 1: Connect with your OEI Project Leader and your Dean.**

Each college in the consortium has a [Project Leader](#). This person can answer questions about your eligibility and provide resources to help you with course review and alignment.

Scheduling of courses in the Online Course Exchange rests with your college, so you will also need to contact your Dean and/or department chair to discuss possible future scheduling of your course in the Course Exchange.

## **Step 2: Determine if your course is eligible.**

The current version of Course Exchange (2.1) only allows for the exchange of courses with C-ID designation. However, in anticipation of software updates that may allow for non-C-ID courses beginning in 2019, we now welcome faculty who teach courses without C-ID to participate in Course Design Academy. We cannot offer a guarantee that your course will be scheduled in the exchange, but we can guarantee a robust and rewarding Course Design Academy experience, along with badges and certificates showing your course meets the highest standards of design quality in the CCC system!

**Before** submitting a course to Course Design Academy, be sure that:

- You have taught the course online, in Canvas, for at least one full term at an [OEI Consortium College](#).
- You have taught it as a *fully online* class - with the possible exception of in-person proctored exams.
- The course is part of an ADT (Associates Degree for Transfer), General Education Transfer Pattern (CSU or IGETC), or CTE (Career Technical Education) program. If you are not sure your course meets this criterion, please consult your OEI Project Leader, campus articulation officer, or local curriculum committee.

## **Step 3: Attend an online *OEI Faculty Information Meeting*.**

These online meetings are held twice a month on varying days/times to accommodate busy faculty schedules. In the 45 minute meeting, we show how participating in Course Design Academy can benefit you and your students, the steps of the review process, and additional professional development you can access as a participant.

[Register now for an upcoming information meeting.](#)

## **Step 4: Prepare your course.**

Begin by printing and checking off the steps in our [Review Ready Checklist](#). By following these steps, you ensure that your review team will have access to all of the relevant content in your course so they can do a thorough and helpful review.

Once you have completed the steps in the review ready checklist, you are ready to Submit your course.

## **Step 5: Submit your course**

Fill out your online [Course Submission Form](#).

## **Questions?**

Register for an upcoming online information meeting or contact Stacey Carrasco at [scarrasco@cccconlineed.org](mailto:scarrasco@cccconlineed.org)

What can the Course Design Academy do for me?

# Course Submission Form

Please check all of the steps to prepare for Course Review.

By submitting this form your course will be included in the next review cycle.

All fields are required.

**First Name \***

**Last Name \***

**Email \***

**Contact Phone \***

Please provide us with a direct phone number should we need to contact you via email

**College \***

**Your Primary Role on Campus \***

**You must have taught the course fully online, in Canvas, in Canvas LMS. How many terms have you taught this course?**

**Institution Course ID \***

Please enter the Local Course ID (without the course number). Examples: ENGL 1A, CDEV 100

**C-ID (Course Identification Number System) Designation:**

If you are unsure of your C-ID, verify with your Project Lead. Please provide the correct C-ID designation.

If no C-ID has been assigned yet the course is transferred from another institution:

## DID YOU REMEMBER TO...

**Choose a Home Page in the Master\_Shell? \***

Yes  No

**Add the welcome letter/email you normally send to students to an Announcement or a welcome module where the review team can find it? \***

Yes  No

**Include all, or at least a sampling, of your announcements for the review team to see? \***

Yes  No

**Include your plan for instructor-initiated contact (rubric item B2) in the syllabus and/or as a note to the review team? \***

Yes  No

**Additional Comments? (Optional)**

**Thank you for your participation in OEI Course Review and your commitment to online student success!**

Send me a copy of my responses

**Submit**

## PLEASE BE SURE...

A copy of the course was made in Canvas and named using this convention: Master\_Shell\_CommonCourseID\_LastName (Example: Master\_Shell\_MATH101\_Bell) \*

Please note that the institution selected is CCC Online Education Initiative.

"info@onefortraining.org" was added to People in Canvas and given the role of Designer \*

The course is published. \*

All Instructional content in the Master\_Shell (pages, assignments, discussions, assessments, etc.) is published. \*