August 28, 2023

Re: Summer online course development: Call for proposals

Dear Colleagues:

For Summer 2024, SMU Intersessions is once again working with partners in the Center for Teaching Excellence (CTE), Office of Information Technology (OIT), and SMU Global and Online (SMU GO) to develop select online undergraduate courses. This project aims to enhance access to undergraduate courses during months when students balance course needs with internships, the desire to return home, and other factors that make an online modality desirable. Development of a select number of courses will begin this fall for summer 2024 delivery. We are looking for faculty interested in embarking on such an opportunity.

We invite faculty to submit a course proposal, which is **due by Friday, September 8, 2023**. Complete this form to propose a course.

Proposals are open to all full-time, part-time, and adjunct faculty from the undergraduate schools and College. Courses proposed should appeal to a wide range of undergraduate students, and be pedagogically appropriate for a combination of synchronous/asynchronous online components. Courses that are cross-listed or fulfill Common Curriculum requirements are among those that have wider appeal. Courses will be offered primarily within Summer 1 and 2 summer sessions which loosely correspond to the months of June and July.

After the September 8 deadline, proposals will be reviewed by the Provost's Office. A limited number of courses will be selected for development. Courses will be chosen based on how well they help address undergraduate student needs. Online courses will be expected to have a minimum capacity of 20 seats for the first session they are offered. In subsequent offerings, minimum capacity may be raised to higher levels. Selected courses will be routed for approval to department chairs and dean's offices before candidates are notified of their proposal's acceptance. Faculty who requested that their proposals submitted last fall remain in the pool of candidates need not resubmit. Courses not selected for 2024 may remain in the pool of choices for future development cycles.

Course development is typically done on an off-load basis, in addition to one's normal teaching load for fall and spring semesters. Faculty selected to develop an off-load course for online offering will receive compensation based on 10% of base salary to a cap of $10,000, and not less than $7,000. This is dependent on completion of course development within 9 months, and the money will be paid once the course is completed. If your course is accepted for development, you commit to deliver the course in the first summer after completion and will have right of first refusal for offering it in the two

summers following. Academic programs offering these new courses should add an outcome to their Academic Program Reporting.

The typical online development process takes approximately 9 months. Certification for online teaching, provided by SMU GO, is required to be a developer, and it will be provided to selected candidates if they have not already completed it. Online courses will be developed for delivery to students in Canvas.

If you have any questions regarding submitting your proposal, please see https://www.smu.edu/Intersessions/Faculty-Online or reach out to SMU Intersessions at intersessions@smu.edu or 214-768-1009.

Sincerely,

Elizabeth G. Loboa, PhD
Provost and Vice President for Academic Affairs
Southern Methodist University
https://www.smu.edu/provost

SMU

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