



# Intent to Develop or Convert a Class to Online or Hybrid Format Form

## Instructions (see the FVCC Online and Hybrid Instructor Handbook for complete process)

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1. Meet with the division Ed Tech to discuss the proposal of the class, review requirements, ensure that the class will meet online or hybrid criteria, and to complete this request form.
2. The completed request form with Ed Tech recommendation will be forwarded to the appropriate Division Chair for review and comment. The Division Chair will meet with the appropriate department chair, program coordinator, or department instructor/s for input prior to recommendation of the request.
3. Following Department Chair and Division Chair recommendation (signatures), the request will go to the Co-Chairs of the eLearning Committee for review and comment.
4. Upon eLearning recommendation (signature), the request will go to the Vice President of Academic & Student Affairs who will notify the faculty member of the decision regarding conversion. The completed form will be submitted to Instructional Design and Technology where it will be kept on file.
5. When all signatures for recommendation are obtained, the process of development can begin and the online/hybrid course review process will be initiated.

**Converter/Developer:**

**Date:**

**Completion of EDU\_291y and EDU\_291x is required to teach online or hybrid. Have you completed:**

**EDU 291y:**  Yes  No      **EDU 291x:**  Yes  No

**If no, please explain your plan to complete:**

**Course #/Title:**

**Credits:**

**Conversion/Development Type:**     Fully Online     Hybrid

**Rationale for conversion/development:**

**Semester to begin conversion/development:**

**Semester to offer course in new format:**

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**Request for Conversion/Development:** *(Conversion/Development cannot begin until all signatures are obtained and form is filed with Instructional Design and Technology.)*

Ed Tech \_\_\_\_\_ Date \_\_\_\_\_

Division Chair \_\_\_\_\_ Date \_\_\_\_\_

Department Chair/Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Faculty Co-Chair, eLearning Committee \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Academic & Student Affairs \_\_\_\_\_ Date \_\_\_\_\_