

To: Members of the faculty
From: Rameen Mohammadi, Chair
Hybrid Course Oversight (HyPO) Committee
Date: October 12, 2005
Re: The Hybrid Course Pilot Program

I am pleased to report that the Hybrid Course Oversight Committee is now prepared to receive proposals for the Hybrid Course Pilot Program. I have attached the "Call for Proposal: Hybrid Course Pilot Program" document.

Please download the form titled ***Proposal for Instructional Delivery in the Hybrid Format*** (MS-Word format) from: <http://www.oswego.edu/administration/provost/documents.html>. This form, which requires the signatures of the Department Chair and Divisional Dean, needs to be submitted, along with a course information sheet, a syllabus, and a detailed narrative. Given that a key concern of those reviewing the proposals will be how face-to-face instruction will be replaced and enhanced with high quality alternative online instructional activities, the narrative should explain how the faculty-student interaction and student learning objectives will be maintained in the portion of the course using alternative instructional methods. The proposal form and the supporting documents should be submitted electronically via email to the Committee <hybrid@oswego.edu>. A printed copy of the proposal with all of the necessary signatures needs to be submitted to the Office of the Provost as well.

The Hybrid Pilot Oversight Committee (HyPO) will review each proposal and will notify the Faculty Assembly chair that the proposal is under consideration. The Committee will then forward the proposal to the Provost for approval.

During this pilot phase, new courses will not be considered for delivery as a hybrid course; nor will 100-level courses. Seat-time may be reduced by a maximum of one-third for undergraduate courses and two thirds for graduate courses. CourseSpace must be the course management software used for the online portion of the course; for that reason, only faculty who have either taught SLN or CourseSpace courses qualify. We encourage faculty to sign up for CourseSpace training and use this product in a course before applying to participate in the pilot project.

The first cohort of the hybrid courses offered will be for the spring 2006 term; the proposal submission is due October 17th, 2005. We will inform the successful applicants on November 9th 2005. The complete timetable for submitting and processing of all cohorts involved is provided on page 6 of the "Call for Proposal" document. For any additional information, please feel free to contact me Rameen Mohammadi <mohammad@oswego.edu> or the member of the committee representing your school or division.

CC: Dr. Susan Coltrap-McQuin, Provost