

## Course Assignment Form



Updated 9/25/2024 by [CTL@sunysuffolk.edu](mailto:CTL@sunysuffolk.edu)



# Course Assignment Form

## STEP 2

Fill out Step 1: <https://forms.office.com/r/7gL3y2UEb5>

### Who should fill out this form?

- Faculty who are not certified to teach online and who want to teach an **existing** course that has **already been approved** to be taught in an online asynchronous or blended modality. To read more about the modalities, see [Looking for an Online Class?](#)
- Full-time faculty who were hired after August 30, 2023.

The eLearning Academy (eLA) is required for both.

### eLA

The eLA is a fully asynchronous program with content in Brightspace. The purpose of the eLA training is to equip faculty with the pedagogical and technological knowledge to develop and successfully deliver online courses. The eLA is offered once in the fall and once in the spring. The application to take this training is due about **one year** prior to the semester in which you plan to teach. Online courses can be taught for the first time only during 15-week Fall/Spring semesters. Please see the complete list of [eLearning Academy learning outcomes](#).

### Approval Process for Course Assignment

Each department determines which courses are to be offered in an online asynchronous or blended modality, initiates the approval process for new courses, and determines how many can be offered each semester. Currently, course assignment proposals must receive the chair's approval. If a chair does not support the proposal, he or she will provide the instructor with a reason in writing. The Distance Education Committee (DEC) provides a vote on the course assignment proposal. To see which courses have already been approved for online asynchronous or blended instruction, see [DE Course List 2024](#).

### How to complete this form:

This form requires signatures. It should be signed in this order:

- Part A.** Faculty member;
- Part B.** Department chair;
- Part C.** Campus associate dean and campus executive dean;
- Part D.** Center for Teaching and Learning.

Once all the signatures are in place and the departmental vote has occurred, the form should be emailed to CTL at [CTL@sunysuffolk.edu](mailto:CTL@sunysuffolk.edu). Email is preferred, but a hard copy can be sent via interoffice mail to the CTL office at the Ammerman campus, Huntington Library, room L10. CTL will then share the application with DEC. Please submit your application, along with all applicable signatures, no later than:

- the second Monday in November to teach in the upcoming fall
- the second Monday in April to teach in the upcoming spring



**Part A. Faculty Member**

**1. Faculty Information**

- a. Faculty Name:
- b. Faculty SUNY Suffolk email address:
- c. Employment Status:
  - i. Full Time
  - ii. Adjunct
- d. DE certified?
  - i. Yes
  - ii. No
- e. Faculty Signature:
- f. Date:

**2. Department Information:**

- a. Department name:
- b. Academic Chair Name:

**3. Campus:**

- a. Ammerman
- b. East
- c. Grant

**4. Course Information**

- a. Course Code and Number:
  
- b. Course Name:
  
- c. Proposed Modality (please refer to [Looking for an Online Class?](#)):
  - i. Fully Online (asynchronous)
  
  - ii. Blended (a combination of asynchronous and traditional in-person)

**Part B. Academic Chair**

- 1. Academic Chair Name:
  
- 2. Academic Chair Signature:
  
- 3. Date:

**Part C. Campus Executive Dean and Campus Academic Affairs Associate Dean**

*Table 1 Campus Executive Dean and Campus Academic Affairs Associate Deans Names and Offices*

<b>Campus</b>	<b>Campus Executive Dean</b>	<b>Campus Academic Affairs Associate Dean</b>
Ammerman	Irene Rios (A200)	Sandra Sprows (A200F) Fara Afshar (A200J)
Eastern	Mary Reese (P228)	Jennifer Browne (NFL 127E)
Grant	Donna Ciampa (H104)	Elizabeth Spagnola (H101) Hector Sepulveda (H100) Yaroslava Babenchuk (LRC 158)

**1. Campus Academic Affairs Associate Dean**

- a. Campus Academic Affairs Associate Dean Name:
  
- b. Campus Academic Affairs Associate Dean Signature:
  
- c. Date:

**2. Campus Executive Dean**

a. Campus Executive Dean Name:

b. Campus Executive Dean Signature:

c. Date:

**Part D. Center for Teaching and Learning**

a. Type of provisional certification for the faculty member by CTL (select one):

i. Fully online (Asynchronous)

ii. Blended (a combination of Asynchronous and Traditional in-person)

b. Date of Training Completion:

c. Assistant Dean of CTL Name:

d. Signature of Assistant Dean of CTL:

e. Date:

**For CTL Use Only**

**DEC Vote**

1. Total votes for:

2. Total votes against:

3. Total abstentions:

4. Date of vote: