



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Canvas Course Conversion/Course Development Application (for Payment)



This form is to be submitted by faculty who are converting a course from Blackboard to Canvas or developing a new course in Canvas and wish to receive compensation as specified in the MOU between the Faculty Association and District dated September 20, 2016. Faculty can receive only one payment. Fill out, print, and submit this form to your division Dean.

Application Period: October 15, 2016-May 15, 2018

TO APPLY, PLEASE COMPLETE THE INFORMATION BELOW:

Name: _____ Email: _____

Phone number: _____ Discipline: _____

I am (check one) : Chabot Las Positas I am (check one) : Full-time Part-Time

PROPOSAL TYPE (Check one)

If course is less than 3 units, have you attached an application to convert/develop a second course? Yes No

Course Conversion – Blackboard to Canvas (Course you have previous taught using Blackboard)

Discipline Descriptor (Rubic) and Number: _____

Course Name: _____ # of Units: _____

Mark all semesters this course is **regularly** offered each year: Fall Spring Summer

Is this course currently offered: Fully online course Hybrid (50% or more online)

When do you plan to offer this course using Canvas: Summer Fall Spring Year _____

Course Development – Course to be Developed in Canvas (Course you have not taught using Blackboard)

Discipline Descriptor (Rubic) and Number: _____

Course Name: _____ # of Units: _____

Has this course ever been taught in an online/hybrid (50% or more online) format? Yes No

Has this course been approved for online/hybrid delivery by the Curriculum Committee? Yes No

If not, when will you submit the course proposal for approval for online/hybrid delivery? _____

When do you plan to offer this course using Canvas: Summer Fall Spring Year _____

SIGNATURES:

By signing below, I acknowledge that:

My discipline and/or discipline coordinator supports the conversion/development of this course which is tentatively scheduled to be offered in the _____ term.

I will receive payment for the conversion/development of this course when I teach the course in Canvas.

SIGNATURE OF APPLICANT: _____ **Date** _____

DEAN'S ENDORSEMENT:

After consultation with the Discipline Coordinator and Vice President of Academic Services, this application is approved to convert/develop the above course for the _____ discipline. It will be offered in accordance with regular scheduling procedures and disciplines plans.

It is tentatively scheduled for Summer Fall Spring Year _____

Printed Name: _____ Signature: _____ Date: _____