



UNIVERSITY  
of HAWAII®  
MĀNOA

## HTI (Online/Hybrid) Course Development Request Form

### Instructions

This form should be submitted to the Center for Language & Technology (CLT) when (a) converting an existing traditional face-to-face instruction course into an HTI (online/hybrid course), or (b) creating a new HTI (online/hybrid) course. The faculty developer must turn in this form signed by the Department Chair acknowledging that the course has been approved by an appropriate departmental committee and that the instructor will comply with either of the following options:

#### Option 1

- a) The faculty developer will submit a fully developed online course for review at least six weeks before the course is due to the Scheduler.
- b) CLT staff will provide a detailed review and feedback using the Quality Guidelines for Online Courses adopted by the college ([view the guidelines](#)).
- c) After the review, CLT staff will assist the faculty developer implementing changes or improvements recommended in the feedback.
- d) The recommendations will be shared with the faculty developer, the Department Chair, and the LLL Associate Dean.

#### Option 2

- a) The faculty developer will earn the Professional Development Series badge representing basic knowledge and skillsets for online course design and teaching prior to teaching online for the first time. This badge, developed by the LLL's Center for Language & Technology (CLT), can be earned through participation in the Faculty Orientation to Online Learning, a professional development series offered by the CLT, along with completion of related tasks. Alternative arrangements can be made by contacting the CLT.

# HTI (Online/Hybrid) Course Development Request Form

Course subject and number: \_\_\_\_\_ Effective term: \_\_\_\_\_

Full course title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mode of instruction:

## **Justification criteria for offering online/hybrid courses**

Please explain how the course meets one or more of the following justification criteria:

- High enrollment potential
- Strong demand from students for an online course
- Strong or emerging market demand
- Course is part of a degree or certificate program being put entirely online
- Course is part of a grant project

Was the development of the online/hybrid course approved by an appropriate committee of the department?

Yes (enter the name of the Committee: \_\_\_\_\_)

No

Have you ever taught an online course for UH Mānoa?

Yes

No

Have you taught an online course in the last 2 years?

Yes

No

If the answer to either of the two last questions is “no,” select one of the following:

Option 1	Option 2
I will submit a fully developed online course six weeks before the course is due to the Scheduler.  Course submission date: _____	I will participate in the CLT’s Faculty Orientation to Online Learning before teaching the course and earn the Faculty Orientation to Online Learning badges ( <a href="http://clt.manoa.hawaii.edu/projects/faculty-orientation">http://clt.manoa.hawaii.edu/projects/faculty-orientation</a> )

Please submit the signed form and a complete course syllabus to [cltmanoa@hawaii.edu](mailto:cltmanoa@hawaii.edu)

Faculty Developer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
Department Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
CLT Director \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

For more information about this form, please contact:

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College of Languages, Linguistics & Literature  
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