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| **Distance Education Proposal: Approval to Develop (Part 1)** | | |
| Any course in which more than 50 percent of the instruction occurs when the students and instructors are not in the same place and the primary mode of delivery is electronic is considered to be distance education (DE). If this request is submitted within six months prior to the date the course is planned to be offered, *conditional* approval by the CIL may be granted based on there being sufficient time for completion of the final review and approval by the Distance Education Committee (DEC). New DE courses planned for deliver electronically must be approved through a two-part process that includes this Part 1, followed by approval to deliver the course (Part 2). Part 1 is not required if the course has been previously approved. Part 1 approval allows the course to be listed in the Schedule of Classes (catalog) and for any fees to be attached. However, if Part 2 is not completed at least two (2) weeks prior to the first date of registration for the activity, the conditional approval will be suspended and registration for the course will be closed by the Registrar’s Office. | | |
| **Course Developer Information** | | |
| Name: | | College/School/Program: |
| Phone: | | Department/Unit: |
| Email: | |  |
| **Course Information** | | |
| Course Prefix and Number: | | Expected Credit Hours: |
| Course Title: | | Expected Term To Be Offered: |
| ☐ Fully online—Mandatory face-to-face sessions total no more than 15 percent of the total instructional time (i.e., orientation, labs, exam reviews, in-person tests) | | |
| ☐ Hybrid/Blended Course--A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place. | | |
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| Is this course/activity is already listed in the school’s course inventory? | Y/N | When is it scheduled to begin? |
| Will this course/activity use teaching assistants? | Y/N | How many TAs are planned? |
| Will this course/activity be part of an approved degree or certificate program? | Y/N | What degree or certificate program? |
| Does this activity include intellectual property as defined in UNTHSC Policy 08.102? | Y/N | What category? |
| Other than standard distance education fees, Are there other fees planned for this course? | Y/N | What additional fees? |

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| **Development Plan**  The CIL Staff can assist you with developing/describing this plan. Visit  <https://www.unthsc.edu/center-for-innovative-learning/who-we-are/> | | |
| Provide a description of your course development ***plan*** that includes a timeline for completion, anticipated course production needs (e.g., videos, learning objects, etc.) and training or professional development needs required to support course delivery. (Attach additional pages if needed.) | | |
| Provide a description of your course evaluation ***plan*** that includes evaluating student satisfaction, retention and use of technology. (Attach additional pages if needed.) | | |
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| I am requesting to proceed with developing an electronically delivered distance education course. I understand the course will be listed in the schedule of classes, but will not be opened for registration unless Part 2 Distance Education Proposal: Approval to Deliver (final approval) has been completed and approval from the Distance Education Committee is received.  Faculty Member (Signature and Date Required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Click the Submit button after signing. | | |
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| Assigned Instructional Design Consultant |  | |
| Assigned Quality Matters Reviewer |  | |
| Assigned LMS Support Reviewer |  | |
| This box is reserved for Design Consultant comments. | | |
| This box is reserved for CIL Director comments. | | |
| CIL Director | Approved / Disapproved  Signature | Date |