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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).   * New DE courses must be approved through a two‐part process that includes this Part 1, followed by Approval to Deliver the course (Part 2). * Approval to Develop (Part 1) must be submitted more than 20 weeks before the intended start of the course. Once approved, the DAI will assign an Instructional Designer to assist with course development. * Once the course is fully developed and ready for students, the faculty member should submit the Approval to Deliver form (Part 2). This must allow at least 4 business weeks for review prior to the start of the semester. \*If the course will begin in January, please submit the Approval to Deliver by November 15th due to the winter holiday. * Please consult your DEC committee representative for assistance completing this form. * Typed names on the signature lines of this form are interpreted as electronically signed. | | | |
| **Course Developer Information** | | | |
| Course Director/Instructor: | | School/College: | |
| Contact Phone: | | Program/Department: | |
| Email:      @unthsc.edu | | Degree/Cert Name: | |
| Course Director’s Supervisor: | | | |
| **Course Information** | | | |
| Course Prefix and Number: | | Number of Credit Hours: | |
| Course Title: | | Actual first day of class:  Number of weeks included in the course: | |
| Is this course - Fully online  or Hybrid/Blended | | | |
| Names of teaching faculty (each will need to finish the PTTO course): | | | |
| Yes | | No | |
| Is this course/activity already listed in the school’s course catalog? |  |  |  |
| Will this course/activity use teaching assistants? |  |  | How many TAs are planned?  (1:15 ratio is expected; All must go through TA Bootcamp training and FERPA training) |
| Will this course/activity be part of an approved degree or certificate program? |  |  |  |

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| **Course Information** |
| What is the Course Description from the University Catalog?  List the Course level learning goals and/or objectives:    Which degree/program level learning outcomes align to this course?  Which Accreditation standards align to this course (if applicable)? |
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| I am requesting to proceed with developing this distance education course. I understand the course may not be opened in Canvas for students until Part 2 Distance Education Proposal: Approval to Deliver (step 2) has been completed and approval from the Distance Education Committee is received.  Course Director e-signature:  Date Submitted:  Please email the completed form to [academicinnovation@unthsc.edu](mailto:academicinnovation@unthsc.edu) |

For Distance Education Committee and DAI Use:

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| Assigned Instructional Design Consultant |  | |
| This box is reserved for DAI Executive Director comments. | | |
| DAI Executive Director e-signature: | Approved  Disapproved | Date: |
| DEC Chair e-signature: | Approved  Disapproved | Date: |