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| **Distance Education Proposal: Approval to Deliver (Part 2)** | |
| 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 Part 1 Approval to Develop, followed by this, Part 2, Approval to Deliver the course. * Once the course is fully developed and ready for students, the faculty member should submit this Approval to Deliver form (Part 2). This must allow at least 4 business weeks for review prior to the first day of class. \*If the course will begin in January, please submit the Approval to Deliver by November 15th due to the winter holiday. Email completed forms with the syllabus to [**AcademicInnovation@unthsc.edu**](mailto:AcademicInnovation@unthsc.edu). * Please spell out words rather than using acronyms.   Typed names on the signature lines of this form are interpreted as electronically signed. | |
| **Course Developer Information** | |
| Course Director/Instructor: | Contact Phone: |
| Course Director’s Supervisor: | Email:      @unthsc.edu |
| **Course Information** | |
| Course Prefix and Number: | Credit Hours: |
| Actual first day of class: | Number of weeks included in the course: |
| Course Title: | School/College: |
| Degree/Certificate Name: | Program/Department: |
| Other Details (optional): | |
| Is this course activity a hybrid (blended) course or will it be delivered fully online? | |
| List all instructors for this course and note each as complete (C) or incomplete (I) for the PTTO course: | |
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| How many TA’s will the course have (15:1 maximum is expected)? | |

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| YES | | | | | | | | | NO YES | | | NO | | | |
| Has this course been approved by the College/School curriculum authority? | | | | | | | | |  |  | If the same or similar course is delivered on campus, do prerequisites for enrollment differ? |  |  | | |
| Is this course/activity already listed in the existing school/college course catalog? | | | | | | | | |  |  | If the same or similar course is delivered on campus, do completion requirements differ? |  |  | | |
| Has this course undergone a formal [Quality Matters](https://www.unthsc.edu/center-for-innovative-learning/quality-matters-program) (QM) review before?  When? | | | | | | | | |  |  | Will enrolled students be afforded access to student services that are appropriate to support learning? |  |  | | |
| Has this course undergone an informal DAI review for [Quality Matters](https://www.unthsc.edu/center-for-innovative-learning/quality-matters-program) (QM) before?  When? | | | | | | | | |  |  | Is there a plan in place to have all teaching assistants complete training (TA Boot Camp) before being assigned to the course? |  |  | | |
| **Course Design and Delivery** | | | | | | | | | | | |
| As the course developer/director, please affirm the following good teaching practices have been incorporated into the design and delivery of this course. Please attach a copy of the current syllabus to the email when submitting this form. | | | | | | | | | | | |
| **Y** | **N** | | **Criteria** | | | | | | | | |
|  |  | | Are you the lead instructor for this course? | | | | | | | | |
|  |  | | Are learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded? | | | | | | | | |
|  |  | | Are learning outcomes and assessments comparable to those in similar course(s)? | | | | | | | | |
|  |  | | Is this course comparable to similar campus-based courses for credit hours earned? | | | | | | | | |
|  |  | | Was the course developed in alignment with Quality Matters standards? | | | | | | | | |
|  |  | | Does this course comply with policy regarding online course accessibility?  (For more information, see [Course Accessibility Policy](https://www.unthsc.edu/marketing-and-communications/resources/accessibility-statement/) | | | | | | | | |
|  |  | | Will students require access to specialized support services (e.g., labs, equipment) on campus? | | | | | | | | |
|  |  | | Is the technology used in this course appropriate to the nature and outcomes of the course? | | | | | | | | |
|  |  | | Are there any mandatory on-campus class meetings (e.g., orientations, exams, lectures)? | | | | | | | | |
|  |  | | N/A | | Are all on-campus meetings/requirements published in the Catalog? | | | | | | |
|  |  | | N/A | | Are all on-campus meetings/requirements published in resources used to recruit students? | | | | | | |
|  |  | | N/A | | Can students access all required materials without physically visiting the campus? | | | | | | |
|  |  | | Is there a plan to evaluate/analyze course activities/grades relative to student retention? | | | | | | | | |
|  |  | | Is there a plan to evaluate/analyze course activities relative to student satisfaction? | | | | | | | | |
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| Please list the faculty who will be teaching in this course and a yes or no as to whether they have completed the Preparing to Teach Online (PTTO) course. If no, they must complete the course before teaching an online class. | | | | | | | | | | | |
| I am requesting approval to deliver the above distance education course/activity. I affirm the information provided is accurate and complete. I understand approval to deliver this course is contingent upon satisfactory completion of a review by DAI personnel and approval by the Distance Education Committee (DEC). I am aware that at least 4 business weeks must be allowed to complete this review and any needed revisions prior to the first day of class for the course. I am aware that DAI review must be completed prior to forwarding the course/activity to the DEC for approval. I agree not to publish the Canvas course to students until DEC approval is finalized. Forward to **AcademicInnovation@unthsc.edu** with the syllabus when complete.  Course Director e- Signature\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| **Quality Review** (for DAI use only) | | | | | | | | | | | | |
| **Yes** | | **No** | | **Criteria** | | | | | | | | |
|  | |  | | The course appears to be aligned with the institutional and college/school mission. | | | | | | | | |
|  | |  | | The planned learning outcomes appear appropriate to the degree or certificate awarded. | | | | | | | | |
|  | |  | | Learning outcomes and assessments are comparable to those in similar course(s). | | | | | | | | |
|  | |  | | This course is designed to promote achievement of the stated learning outcomes. | | | | | | | | |
|  | |  | | This course appears comparable to similar campus-based courses for credit hours earned. | | | | | | | | |
|  | |  | | This course complies with institutional policy regarding online course accessibility. | | | | | | | | |
|  | |  | | Enrolled students have access to academic support services like those on campus. | | | | | | | | |
|  | |  | | Students can access all required materials without physically visiting the campus. | | | | | | | | |
|  | |  | | This course uses acceptable methods/tools to ensure academic integrity. | | | | | | | | |
|  | |  | | The technology used in this course is appropriate to the nature and outcomes of the course. | | | | | | | | |
|  | |  | | There is a plan in place to evaluate student completion/retention in the course. | | | | | | | | |
|  | |  | | There is a plan in place to survey/evaluate student satisfaction related to use of technology. | | | | | | | | |
|  | |  | | All faculty/instructors scheduled to teach in this course are prepared to teach online. | | | | | | | | |
| If online instructional training has not been completed for the instructor, indicate why it is unnecessary or when the training is expected to be completed. | | | | | | | | | | | | |
| DAI Internal QM Reviewer | | | | | | E- Signature:       Date: | | | | | | |
| DAI Instructional Designer (if applicable) | | | | | | E- Signature:       Date: | | | | | | |
| DAI Recommendation | | | | | | Approve  Disapprove  E- Signature:       Date: | | | | | | |
| DAI Executive Director Comments and/or Requirements:  DEC Comments and/or Requirements: | | | | | | | | | | | | |
| DEC Chair | | | | | | Approve  Disapprove  E- Signature:       Date: | | | | | | |