



Distance Education Proposal Checklist

PART 1

Primary Contact: _____

Department: _____

Email address: _____ Phone #: _____

1. Creating online course(s)

- Creating ONE online course, please provide course # _____
- Creating online courses for 1/3 to 1/2 of minor _____, certificate _____, undergraduate _____ or graduate _____ program, please provide prefix and course #s: _____

- Creating online courses for **complete** minor _____, certificate _____, undergraduate _____ or graduate _____ degree program, please provide name of program _____

- Creating **new** online minor _____ certificate _____, undergraduate _____ or graduate _____ degree program, please provide name of program (skip to statement in #3) _____

2. Communicating Information (Initial)

- Following individual(s) or groups have been notified of intent to develop ONE online course as indicated by initials and date:
 - ☐ Department Chairperson or Academic Discipline Coordinator; date _____
 - ☐ College/School Curriculum Committee; date _____
 - ☐ Dean of College/School; date _____
 - ☐ Dean of University Libraries (notified only); date _____
- Following individual(s) or groups have been notified and approve of intent to develop online **1/3 to 1/2** of existing minor, certificate, or degree program as indicated by initials and date:
 - ☐ Department Chairperson or Academic Discipline Coordinator (notify only); date _____
 - ☐ College/School Curriculum Committee (determines if program review or not; date _____
 - ☐ Dean of College/School; date _____
 - ☐ Dean of University Libraries (notified only); date _____
- Following individual(s) or groups have been notified and approve of intent to develop EVERY course online in an existing minor, certificate, or degree program as indicated by initials and date:
 - ☐ Department Chairperson or Academic Discipline Coordinator (notify only); date _____
 - ☐ College/School Curriculum Committee; date _____
 - ☐ Dean of College/School; date _____
 - ☐ Dean of University Libraries (notified only); date _____

3. Curriculum Review Approval

From 1/3 to 1/2 of courses

- Per college/school internal policies, the college/school curriculum committee has completed a programmatic review of the proposal for 1/3 to 1/2 of the courses being developed in the minor, certificate, undergraduate, or graduate degree program designated above. The proposal was approved. Please provide copy of written approval from college/school curriculum committee or have the chairperson of committee sign and date.

Chairperson, CCC date _____

Dean, date _____

- Per college/school internal policies, the college/school curriculum committee has chosen NOT to conduct a programmatic review of the proposal for 1/3 to 1/2 of the courses being developed in the minor, certificate, undergraduate, or graduate degree program designated above. Please provide documentation from college/school curriculum committee or have the chairperson of committee sign and date.

Chairperson, CCC date _____

Dean, date _____

Every Course in minor, certificate, or degree program

- Per college/school internal policies, the college/school curriculum committee has reviewed the proposed online minor, certificate, undergraduate, or graduate degree program designated above. There are no new courses in this proposal. The proposal was approved. Please provide copy of written approval from college/school curriculum committee or have the chairperson of committee sign and date.

Chairperson, CCC date _____

Dean, date _____

New online minor, certificate or degree program

As a new online minor, certificate or degree program, the information has been reviewed and approved by the following individuals or groups

- ☐ College/School Curriculum Committee, date _____
- ☐ Dean of College/School, date _____
- ☐ McNichols Faculty Assembly, date _____
- ☐ Academic Leadership Team (ALT), date _____
- ☐ President's Council (PC), date _____

4. Communicating Information following Approval

Once the online program is approved, information concerning the decision with a copy of this completed checklist should be forwarded to:

- ☐ MFA Executive Committee (pages 1-2)
- ☐ Vice President for Academic Affairs (pages 1-2)
- ☐ Dean of Libraries (all pages)



Distance Education Checklist

PART 2

Primary Contact: _____

Department: _____

Email address: _____ Phone #: _____

Anticipated term when course(s) will be first online

- Term I, Fall (year) _____ # of courses _____
- Term II, Winter (year) _____ # of courses _____
- Term III, Summer (year) _____ # of courses _____
- Summer (year) _____ # of courses _____

_____ Anticipated enrollment

_____ Tuition

- ☐ Per credit hour tuition is covered in the tuition and fee schedule
- ☐ Per credit hour tuition modification has been negotiated
- ☐ I have experience in developing online course materials
 - ☐ I know how to produce audio
 - ☐ I know how to produce a pdf
 - ☐ I know how to produce a powerpoint
- ☐ I DO NOT have experience in developing online course materials
- ☐ I have received training in
 - ☐ Blackboard; ☐ Camtasia; ☐ Wimba
- ☐ I have participated in the online UDM Blackboard Mission course
- ☐ I have consulted UDM's Standards for Online Delivery
- ☐ I am already working with a UDM instructional designer on this project
- ☐ I would like to have an instructional designer assigned to my proposal
- ☐ I would like to have a faculty mentor assigned to me for this project
- ☐ All materials and links within the course(s) will be copyright compliant
 - ☐ I have completed the UDM online Copyright, Fair Use & Teach Act tutorial
 - ☐ I am familiar with the copyright regulations
 - ☐ I know how to use persistent links
- ☐ I have written permission to download some materials
- ☐ I have a signed UDM Ownership and Use Agreement
- ☐ I have notified the Registrar that course(s) will be offered online
- ☐ I have notified the Office of Admissions that this program is going to be offered online
- ☐ Marketing strategies have been developed
- ☐ Marketing strategy implementation will be funded by
 - ☐ College/School; ☐ External sources; ☐ University sources

Upon completion, a copy of this checklist should be maintained by the primary contact person, college/school, and [name/position] of distance education.