



# 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.