Distance Education Course Approval Procedures

Faculty course proposals for new Distance Education courses are to be submitted by the Chair of the Department or Program Director to the Chair of the College Curriculum Committee for review and approval. A complete syllabus must be attached. The proposal submitted should clearly demonstrate how the course meets the criteria below for Distance Education Courses. (Courses which are also new CORE courses must complete the New Core Course form and attach requested materials). Proposal(s), and syllabus must also be sent to the Senior Associate Dean's Office.

Criteria to be used in approving Distance Education courses

1. The course proposal and the course syllabus must clearly state the learning goals (course objectives) as well as the specific instructional activities and how they relate to the learning goals.

2. The course proposal and the course syllabus must clearly state the expected nature and frequency of interactions between a distant student and the faculty member(s), and among the students, and how those interactions will be structured into each course.

3. The course proposal and the course syllabus must describe the assessment instruments and activities that will be used to measure student achievement of the learning goals.

4. The course proposal must provide the following technology information:
   a. A description of the supported proposed mode of distance education
   b. A description of the technology that will be used to deliver the course.
   c. A description of the technology and/or equipment (hardware and software if web-based) that the student will need to meet the learning objectives of the course.
   d. A specification of the prerequisite technology skills/readiness expected of student.
   e. "c" and "d" above should also be included in the course syllabus

5. The course proposal must provide evidence of consultation with other departments on campus that will be expected to provide support for the program.

6. The course proposal must provide a rationale statement about why the course should be delivered in a distance education mode.

7. The course proposal should include a description of the student support systems and services the course will use (e.g. provided by the College of Arts and Science, University College, School of Nursing, etc. in conjunction with other relevant University units). If support systems are not yet in place, courses may be approved as "pending" until evidence of such support can be provided.
   (See policy 9 of the College of Arts and Sciences document, "Distance Education Policies and Procedures.")