|  |
| --- |
| Please complete items 1-10 before submitting this form to your Department Chair and/or Dean. When approved, the form will be forwarded to the Director of College Transitions and eLearning (missy.olson@umpqua.edu) for next steps. See bottom of form for description of next steps. |
| **Questions:** | **Complete this column:** |
| **Course Developer (CD) Information** |  |
| Name: |  |
| 1. What is the course developer (CD) Banner ID? |  |
| 2. Will the course developer (CD) teach this course online? | Yes☐ No☐ |
| 3. Has the course developer:(Check all that apply. Include any additional credentials for online course development in space below.) | Please respond to each of the following. This will help determine what type of support the course developer (CD) will need. Has the course developer:* taught this course F2F before? Yes☐ No☐
* been trained in using Canvas? Yes☐ No☐
* completed Accessibility training? Yes☐ No☐
* developed an online course before? Yes☐ No☐
* taught online before? Yes☐ No☐
* taken an online course before? Yes☐ No☐
* completed QM training? Yes☐ No☐
 |
| **Course Information** ***(Must be an existing course in catalog)***  |  |
| 4. Name of course: |  |
| 5. Course ID: |  |
| 6. First term course is to be offered online: Please consider that quality course development usually requires a full term to complete. |  |
| 7. Number of course credits: |  |
| 8. Choose one of the following: | * New online course development (100% online)
* Hybrid course (A portion of clock hours is scheduled face-to-face and remainder online)
* Course Redevelopment
 |
| **Justification for request** |  |
| 9. Please provide a brief history of how this course is essential to the program and include how offering it online will benefit the students. Include any additional information such as expected demand, program changes, and strategic program goals. |  |
| 10. Approved course outcomes and/or course outline must be attached to this form. | Course outcomes attached: Yes☐ No☐ |
| 11. **Department chair** recommends: | X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_ |
| 12. **Dean** recommends: | X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_ |
| 13a. **VPI Office:** Course development authorized:☐ **With stipend** ☐ **Without stipend**Amount:$     Notes:                 Budget Source: | X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_ |
| Date course must be ready for Quality Matters (QM) Peer Review process (MM/DD/YY):\*at least 6 weeks prior to term offered |  |
| **When approved, the course developer (CD) will be contacted by UCCOnline regarding the first meeting and next steps (see below). The status is recorded and department chair and dean are notified with updates.**  |
| **Course Developer:*** meets with UCCOnline to schedule an initial check-in, timeline for progress updates, assistance or additional training.
* participates in recommended training as identified by UCCOnline (eg Accessibility, Canvas, Quality Matters, Best Online Teaching Practices)
* receives a course shell for development
* notifies UCCOnline when the course is ready for *QM Peer Review*
* receives a *QM Peer Review* report approximately 2-3 weeks from the step above
* makes recommended edits identified in the *Quality Matters Peer Review* report
* notifies UCCOnline when edits are complete

**UCCOnline** notifies Department Chair, Dean, VPI, and Director of College Transitions upon completion of course development.**VPI Office** processes CD stipend |