PROPOSAL FOR A MAJORITY ONLINE PROGRAM

Program Name:______________________________________________________________

Department/Discipline & College:____________________________________________

Lead Applicant’s Name(s) (Printed):__________________________________________

Lead Applicant’s Signature:_________________________ Date:____________________

Part 1: Preparation of Program Faculty

Teaching online requires different skills than teaching face-to-face. Please describe you and your faculty’s qualifications to teach courses in this program in an online format. Have you consulted with UMW’s Division of Teaching and Learning Technologies and/or the Center for Teaching Excellence and Innovation? [Regardless of previous experience of faculty, we require you talk with DTLT/CTE&I before creating majority online programs.] Have the faculty in the program completed training at another institution to teach online? Do they have past experience teaching online or taking online courses? If so, what was the nature of the training and the online courses that they taught or took? If they have not previously taught online, how have they used technology in their traditional courses that is applicable to online teaching?
Part 2: Proposed Online Program Information
Submit this form for an existing UMW Program that you propose to offer in a majority online format. If the program to be taught in a majority-online format is not currently in either the Undergraduate or Graduate Academic Catalog, you must first secure approval for the new Program from the University Curriculum Committee.

Program Name: ____________________________________________

List Courses that will make up this program, with indication of delivery method (online, majority online, or face-to-face): ____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Percentage of courses offered online: __________________

Please attach copies of the course syllabi for all of the online/hybrid versions of the courses in the program.

Semester to be First Offered*: _______________________________________
* Beginning with the spring 2013 semester, all courses and programs to be taught in a majority online
format must first be approved by the University Distance and Blended Learning Committee. This applies in all cases – even if the course may have been taught online previously.

**Please respond to the following questions:**

1. Who is the target audience for the program? What are their needs and priorities and how does your program address these? Why are you choosing to offer this program majority online, rather than face-to-face or less than 50% online? How many students do you envision the program enrolling? What do you anticipate to be average class sizes?

2. In what ways is your online or hybrid program of comparable educational quality as a face to face program? Describe how the programmatic learning outcomes (both formative and summative) will be assessed. [Note that our accrediting bodies require that face-to-face and online programs meet the same outcomes.]

3. Understanding that courses may vary in approach, briefly describe the typical online environment(s) that you imagine for this program. Please identify the instructional resources, tools, technologies, and online Web spaces that faculty plan to use and how they’ll be used. Describe how the program will provide support and general advising to ensure student preparedness for online work. Include information about how issues of accessibility will be addressed.

4. Describe how your program and courses will incorporate the values of a liberal arts curriculum: community, interactivity, active learning, reflection, and self-directed learning – See the “Online or Blended Course Proposal Appendix” for examples. In what ways will incorporation of these values help achieve the learning objectives you identified above?

5. In particular, talk about the ways that your program will ensure the building of community across and outside of courses, and across the range of students in the program. [This might include the use of cohorts, communal spaces, advising practices, handling of office hours, and other strategies.]

6. How will you help facilitate students’ access to the variety of campus resources available to in-person students? How will your program collaborate with these stakeholders, and (as necessary) how does your program plan to fund this support? [e.g., Library, Help Desk, Writing Center, Speaking Center, Digital Knowledge Center, Tutoring, Academic Services, Career Services, Disability Resources, Talley Center, Honor Council.] [Include signatures in Part 4 from each unit acknowledging their support for the program.]

7. What program/discipline specific issues are complicated or enhanced by the online nature of your courses? [For example, how will labs, internships, practicums be dealt with from afar?]
8. In what ways will offering this program in a majority online format support the academic mission of your Department and College?

9. What are the expected costs of launching and continuing to offer this program as majority online?

10. For fully online courses and/or programs, how will you address the NC-SARA regulations for students from other states? This includes, but is not limited to, notifying students in other states whether their degree/certification will be recognized in their state. Also, how will you meet Federal Guidelines to verify students’ identities in a distance environment? This includes, but is not limited to, spelling out to students the costs of verifying their identities in program materials. Does the program represent a Substantive Change for SACS? [Talk with the Special Assistant to the Provost for details about these requirements.]

11. How will the program director/chair ensure that future new faculty meet all of the standards agreed to here?

I agree with the reasoning provided above and support this program being offered majority online:

**Department Chair’s signature**: __________________________________________

*Proposals from the College of Business and College of Education are signed by the relevant Associate Dean.

**College Dean’s Signature**: __________________________________________

**Provost’s Signature**: __________________________________________
Part 3: Proposed Online Course Information (as part of a proposal)

Submit this form for each existing UMW “catalog course” that you propose to offer in a majority online format as part of a program. If the course(s) you wish to teach online is not currently in either the Undergraduate or Graduate Academic Catalog, you must first secure approval for the new course from the University Curriculum Committee.

Course Number & Title: ___________________________________________________________

Semester to be First Offered*: __________________________________________________
* Beginning with the spring 2013 semester, all courses to be taught in a majority online format must first be approved by the University Distance and Blended Learning Committee. This applies in all cases – even if the course may have been taught online previously.

Duration of the Course (e.g. 8 weeks, 14 weeks, etc.): _____________________________

Check here ____ if you are proposing to teach a new section of a previously approved majority online course.

Please respond to the following questions:

1. Briefly describe the online environment that you imagine for the class. Please identify the instructional resources, tools, technologies, and online Web spaces that you plan to use and briefly explain how you plan to use them.

2. What are the student learning outcomes for the course?

3. Describe how the learning outcomes (both formative and summative) will be assessed.

4. Describe the means you will use to offer students guidance with the technology you will employ in this online environment.

5. Discuss how you plan to welcome your students to the course. Additionally, how will you guide your students through the online/hybrid format so they can successfully engage in the course?

6. Describe how your course will incorporate the values of a liberal arts curriculum: community, interactivity, active learning, reflection, and self-directed learning – See the “Online or Blended Course Proposal Appendix” for examples. In what ways will incorporation of these values help achieve the learning objectives you identified above?

7. In what ways will offering this course in a majority online format support the academic
8. Please attach a copy of the Course Syllabus for the majority online version of the course.

I agree with the reasoning provided above and support this course being offered online:

Department Chair’s signature*: ______________________________

*Proposals from the College of Business are signed by the Associate Dean for Faculty.
Part 4: Endorsements from Academic Services Units

I have talked with the program proposer and my unit can support this program being offered majority online:

_______________________________
Representative for UMW Libraries

_______________________________
Representative for IT Support Services

_______________________________
Representative for Writing Center

_______________________________
Representative for Speaking Center

_______________________________
Representative for Digital Knowledge Center

_______________________________
Representative for Tutoring

_______________________________
Representative for Academic Services

_______________________________
Representative for Career Services

_______________________________
Representative for Disability Resources

_______________________________
Representative for Talley Center

_______________________________
Representative for Honor Council