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| Please complete items 1-10 before submitting this form to your Department Chair and/or Dean. When approved, the form will be forwarded to UCCOnline ([ucconline@umpqua.edu](mailto:ucconline@umpqua.edu)) for next steps. See bottom of form for description of next steps. | |
| **Questions:** | **Complete this column:** |
| **Course Lead Information** |  |
| Name: |  |
| 2. Will the **Course Lead** teach this course online? | Yes☐ No☐ |
| 3. Check all that apply. Has the **Course Lead**: | |
| * taught this course F2F before? Yes☐ No☐ * been trained in using Canvas? Yes☐ No☐ * completed Accessibility training? Yes☐ No☐ | * created 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 justification 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. **Provost:** Stipend 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 12 weeks prior to term offered |  |
| **When approved, the Course Lead 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 Lead:**   * meets with **Online Course Development Team** to establish course deliverables and timeline, progress updates, and review of course development * participates in recommended training as identified by UCCOnline (e.g. Accessibility, Canvas, Quality Matters, Best Online Teaching Practices) * collaborates and meets with **Online Course Development Team** as needed through the first term course is taught and student feedback is received.   **UCCOnline** notifies Department Chair and Dean upon completion of course development. | |