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| --- |
| Please complete items 1-14 before submitting this form to your Department Chair and/or Dean. When approved, a scanned copy will be sent to UCCOnline (ucconline@umpqua.edu) to begin next steps. See bottom of form for description of next steps\*. |
| **Questions:** | **Complete this column:** |
| **Subject Matter Expert (SME) Information** |  |
| 1. Name: |  |
| 2. Will the SME teach this course online? Yes☐ No☐ | Will the SME be the faculty lead? Yes☐ No☐ If not, who? |
| 3. Check all that apply. Has the SME: |
| * 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:  | *Note: Two full terms are required for quality course development.* |
| 7. Number of course credits: |  |
| 8. What type of course delivery format? | * **Online** **course** (100% online)
* **Hybrid course** (A portion of clock hours is scheduled face-to-face and remainder online)
 |
| **Justification for request** |  |
| 9. Please provide a brief justification for developing this course, including how it will benefit students. |  |
| 10. Is this course a requirement for any program(s)? | ☐ Yes ☐ NoIf “Yes” please list the program(s): |
| 11. Would developing this online course affect a specific program or programs? Are there program changes or strategic program goals that this course will address? Please explain. |  |
| 12. Is this course a General Education requirement? | ☐ Yes ☐ No |
| 13. Is this course a duplicate of a face-to-face? | ☐ Yes ☐ No |
| 14. Is this course replacing a face-to-face course? | ☐ Yes ☐ No |
| **Approval signatures and stipend authorizations.**  |
| Current course outline **must be attached** to this form (current within 3 years). | Course outline attached: Yes☐ No☐ |
| **Department chair** recommends: **Y/N Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_ |
| **Dean** recommends **Y/N Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_ |
| ☐ **With stipend** ☐ **Without stipend**Amount:$     Notes:                 Budget Source: | **Provost:** Stipend authorized:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_ |
| **\*Upon approval, the SME/faculty lead will be contacted by UCCOnline regarding the first meeting and next steps (see below).**  |
| **SME:*** periodically meets with UCCOnline to establish course deliverables and timeline, progress updates, and various topics (e.g. course outcomes and alignment, accessibility and universal design, student engagement)
* participates in recommended training as identified by UCCOnline (e.g. Accessibility, Canvas, Quality Matters, Best Online Teaching Practices)
* collaborates and meets with UCCOnline 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. |