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| --- | --- |
| Please complete items 1-14 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:** |
| **Subject Matter Expert (SME) Information** |  |
| 1. Name: |  |
| 2. Will the SME teach this course online? | Yes☐ No☐ |
| 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 ☐ No  If “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.** | |
| Approved course outcomes **must be attached** to this form. | Course outcomes 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 course lead will be contacted by UCCOnline regarding the first meeting and next steps (see below).** | |
| **SME:**   * periodically meets with online course development team to establish course deliverables and timeline, progress updates, and various topics (e.g. course outcomes and alignment, accessibility and universal design, student engagement, Canvas features) * 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. | |