QUESTIONS TO BE ADDRESSED IN PROPOSALS FOR FIRST-TIME OFFERING OF ONLINE COURSES

Course Objectives, Outcomes, and Mode of Instruction
1. Why do you plan to offer the proposed online course? What advantages and disadvantages do you foresee?

2. How will you address the following differences between the traditional version and the proposed online version of the course:
   a) How would the online instruction substitute for face-to-face lecture or meetings?
   b) How would faculty-student engagement be facilitated?
   c) How would student-student engagement be facilitated?
   d) How would technology be used to promote practice and feedback?
   e) How would student progress be monitored?
   f) How would the course promote students’ abilities to learn independently and collaboratively?

3. State the major learning outcomes of the course.

Infrastructural Support for Online Courses
4. How would student identity be verified for exams and other high-stakes graded course components?
5. What efforts will be made to make the course ADA compliant?
6. What training would be required of and/or available to students in the course?
7. What training would be required of and/or available to instructors/TAs in the course?
8. What is the contingency plan if the technology fails?
9. What additional costs (if any) will students incur by taking the online course that are not incurred in the face-to-face version of the course? Are there low- or no-cost alternatives for students with financial hardships?

Assessment, Evaluation, and Review
10. How do you plan to assess the course’s effectiveness with respect to:
    a) Its learning outcomes?
    b) Student experience of online vs. face-to-face learning?

Please provide any additional information that you believe is pertinent to an evaluation of your online course proposal.
Instructor Name: __________________________________________

Department and Course Number: ______________________________

Proposed Quarter to be offered: ________________________________

*The department acknowledges that all intellectual property developed for this course belongs to the faculty member who develops it.*

Department Chair Name: ____________________________________

Department Chair Signature: ________________________________

Please provide a syllabus for the proposed online course, and for the traditional version of the course, if there is one.