

Communication of Intent

The following individual(s) or groups have been notified of intent to develop courses on date:

- Marketing & Communications
- Department Chairperson or Academic Discipline Coordinator
- College / School Curriculum Committee
- Dean of College / School
- University Registrar
- Associate Dean for Instructional Technology

Curriculum Review Approval

For Existing Traditional Programs Moving Online

Per college/school internal policies, the college/school curriculum committee has reviewed the proposed online minor, certificate, undergraduate, or graduate degree program designated above. There are no new courses in this proposal. The proposal was approved. Please provide copy of written approval from college/school curriculum committee or have the chairperson of committee sign and date.

<input type="text"/>	Chairperson, CCC; dated	<input type="text"/>
<input type="text"/>	Dean; dated	<input type="text"/>

For New Online Programs

As a new online minor, certificate or degree program, the information has been reviewed and approved by the following individuals or groups on date

- College / School Curriculum Committee
- Dean of College / School
- McNichols Faculty Assembly
- Academic Leadership Team (ALT)
- President's Council (PC)

Communicating Information Following Approval

Once the online program is approved, information concerning the decision with a copy of this completed checklist should be forwarded to:

- MFA Executive Committee
- Vice President for Academic Affairs
- Associate Dean for Instructional Technology

Experience and Training Checklist

Help the Instructional Design Studio gauge the level of support you will require when developing your online course site.

- I have reviewed the [Detroit Mercy Online Program Development Framework](#).
- Teaching faculty have signed a [Detroit Mercy Course Ownership and Use Agreement](#) and submitted a copy to the Associate Dean for Instructional Technology.
- Teaching faculty have reviewed the [Detroit Mercy Online Guidelines for Universal Design of Instruction](#).
- Teaching faculty have reviewed the [Detroit Mercy Guidelines for Providing Copyrighted Content in Online Courses](#).
- Teaching faculty have reviewed the list of [IDS Supported Tools for Online Education](#).
- Program plans to use one or more tools not on the list of supported tools and has communicated intent to the Instructional Design Studio.
- Teaching faculty have experience developing interactive online course materials.
- Teaching faculty plan to engage with the Instructional Design Studio for course development support.
- Teaching faculty have reviewed the [Detroit Mercy Guidelines for Online Lecturing](#).
- Teaching faculty have a plan for transcription of audio / audiovisual online course materials
- Teaching faculty do not plan to use audio / audiovisual materials.
- Teaching faculty are comfortable recording audio / audiovisual materials.
- Teaching faculty know how to save PDF files and post them to Blackboard.
- Teaching faculty understand that all materials provided within the course must be copyright complaint.

Training and Support

Have	Want	
<input type="checkbox"/>	<input type="checkbox"/>	An instructional designer assigned to assist faculty with this course
<input type="checkbox"/>	<input type="checkbox"/>	Instructional Design Studio led Blackboard training
<input type="checkbox"/>	<input type="checkbox"/>	Online Pedagogy and Practice instructor-led course
<input type="checkbox"/>	<input type="checkbox"/>	Organizing Your Course Materials in Blackboard self-paced course on Blackboard
<input type="checkbox"/>	<input type="checkbox"/>	Syllabus-to-Grade Center self-paced course on Blackboard