



# Distance Education Proposal Checklist

Single Online Course

Primary Contact:

Department:

Email Address:  Phone Number:

Course Number:

## Course Offering Information

First term offered (indicate start year)

Term 1 (Fall)

Term 2 (Winter)

Term 3 (Summer)

Future expected offerings

Term	Every Year	Every 2 Years	Every 3 Years	Every 4 Years	Every 5 Years	Longer
T1						
T2						
T3						

Anticipated enrollment:

Tuition

- is covered in the tuition and fee schedule
- modification has been negotiated

## Communication of Intent

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

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

Please complete and save file with filename Distance-Education-Checklist-One-Course-[coursed]-[your last name].pdf and email to Associate Dean for Instructional Technology Russell Davidson ([davidson@udmercy.edu](mailto:davidson@udmercy.edu))

## 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