



Distance Education Proposal Checklist

Partial Online Program

Primary Contact:

Department:

Email Address: Phone Number:

Program Information

Program type:

- Minor
 Certificate
 Undergraduate
 Graduate

Program Name:

Planned Online Offerings

Enter year of first offering in appropriate term column

Course Name / Number	Term 1	Term 2	Term 3

Anticipated enrollment:

Cohort progression: Yes No

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 courses (indicate date of contact):

- 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

Per college/school internal policies, the college/school curriculum committee has completed a programmatic review of the proposal for all the courses being developed in the minor, certificate, undergraduate, or graduate degree program designated above. The proposal was approved. Please provide copy of written approval from college/school curriculum committee or have the chairperson of committee sign and date.

Chairperson, CCC; dated

Dean; dated

Per college/school internal policies, the college/school curriculum committee has chosen NOT to conduct a programmatic review of the proposal for all the courses being developed in the minor, certificate, undergraduate, or graduate degree program designated above. Please provide documentation from college/school curriculum committee or have the chairperson of committee sign and date.

Chairperson, CCC; dated

Dean; dated

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