**Distance Learning Addendum**

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| --- | --- | --- | --- |
| Date: |  | Effective Date: | AY |
| School/College: |  |
| Program: |  |
| Delivery Method(s) to be added: | [ ]  Blended [ ]  100% Online |
| Location(s) where program is currently delivered via face-to-face: |  |
| Location(s) where program delivery will be blended (if any): |  |
| Submitted by: |  |

**Program Classification**

***Select the correct classification for the proposed program:***

Please note – the classification you choose should be based on the way the program has been intentionally designed to be delivered. If you have an on campus version of a program and create an online version of the program, just because a student could create a blended program experience by choosing to take some courses on campus and some online does not mean you have intentionally designed the program to be blended.

[ ]  Blended (combination of on-campus and online instruction) – *The Curriculum Councils only need to approve new blended programs if they are at least 50% online, but programs should monitor their online offerings carefully so that they know when they reach this 50% tipping point.*

If Blended:

Approximately what percent of the instructional time for the entire program will occur on campus? (If you need help calculating this, contact OIE.)

Identify the best description of the program’s delivery methods:

[ ]  Each *course* will be blended, with some on-campus instruction and some online instruction.

[ ]  Some courses are on campus, some are online.

[ ]  Some courses are on campus, some are blended.

[ ]  Some courses are on campus, some are blended, some are online.

[ ]  Online (All courses in the program meet fully online, with one on-campus *program* orientation meeting allowed)

 If Online, identify the best description of the program’s delivery methods:

 [ ]  Online fully Asynchronous (no live web conferencing)

 [ ]  Online Asynchronous/Synchronous (some live web conferencing required)

 [ ]  Online Fully Synchronous (regular web conferencing)

Note: A course day/time must be reported to the Registrar for online courses including synchronous instruction.

Program Rationale and Purpose

Explain the rationale for delivering this program via distance learning rather than face-to-face (F2F).

Does this program already exist in a traditional format? [ ]  Yes [ ]  No

If yes, will the existing program continue to operate as F2F or be replaced fully by distance learning?

If continued side-by-side operation, describe procedures that will ensure parity in instructional methods and student learning outcomes.

Explain how the courses in this proposed program are comparable in quality of instruction, learning outcomes, and assessments to F2F courses.

**Admissions & Enrollment Management Responsibilities**

Explain requirements for admissions and enrollment management related to distance learning delivery of this program.

Explain how admission policies will prepare students to succeed.

Explain how students will access financial aid and career counseling.

Do you plan to recruit and admit out-of-state students? [ ]  Yes [ ]  No

Explain academic advising procedures for students at program entry and throughout program completion.

**Course Delivery Method**

Describe the planned delivery of instruction.

Explain how the technology used is appropriate to the outcomes and content of the program.

Explain how students will be oriented to the technology to be used and how they will receive assistance in using the technology, if needed.

**Other Requirements and Resources**

If the program requires a field-based experience, such as an internship, explain how this requirement will be adapted into the distance learning format of the program.

Explain how courses will be designed, produced and tested to meet standards of accessibility for students with disabilities.

If any special equipment, facilities, or laboratories are required for the program, explain how students will access these resources.

What specific learning resources (e.g., online books, journals, etc.) will be available to students in the program and how will students access them?

Will proctoring for exams be used? [ ]  Yes [ ]  No

If yes, explain how student will pay for and access the proctoring services. NOTE: For all relevant courses, you must inform the registrar when the course schedule is submitted that proctoring will be required and will involve additional costs that are the responsibility of the student.

If No, in the event that a decision is later made to use proctoring services, this addendum must be resubmitted for review and approval by the appropriate council.

How will the integrity of online work be ensured? (Possibilities: Respondus LockDown Browser for online exams; TurnItIn for written products)

**Program Management**

Provide information on the program coordinator’s credentials (in both content and online delivery) to coordinate and evaluate this program.

Explain how the minimum direct instructional time required will be achieved and how will this be documented? (See Credit Hour Policy)

Explain how you will verify the identity of each student who participates in the program.

The University has approved the use of Canvas for content delivery and learning management, Office 365 for productivity and official email, and Zoom for web conferencing. If this program anticipates using other platforms, explain how student identity will be verified and how course delivery will be maintained at University standards.

Explain how the program will provide for timely and appropriate interaction between students and faculty.

 Explain how students will access faculty members during office hours.

**Faculty Development**

Describe the department’s and faculty members’ experiences (credentials/training) in developing online courses.

Describe their experiences in teaching online in other programs/courses.

Describe how faculty members with online course development or teaching responsibilities will acquire the necessary skills to teach proficiently in this format.

What is the program’s plan to ensure that qualified faculty members maintain, over time, their qualifications to teach distance learning courses?

In the table below, list all full-time faculty members and any adjuncts you have already identified who will teach online and/or blended *courses* in this program. Add lines as necessary.

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| School/College | Dept. | First Name | Last Name | FT or ADJ |
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