COEHS Proposal to Convert a Face-to-Face Course to Online

Course and Faculty Information:

Department:

Course prefix, number, and course title:

Credit hours:

Number of students enrolled in the course the last three semesters:

    Semester: Number of sections and students: Location:

    Semester: Number of sections and students: Location:

    Semester: Number of sections and students: Location:

Projected course rotation: (Circle all that apply)

    Every semester   Fall semesters   Spring semesters   Summer sessions

    Other (please explain)

This course will satisfy the following requirements: (Circle all that apply)

    Graduate degree   Undergraduate degree   Certificate program (PBC)

    General education   Please list category(s):

    Minor   Major   WID   FYE   FLGI

Please list any prerequisites for the proposed course and the current instructional modality.

    _____   online OR face-to-face

    _____   online OR face-to-face

    _____   online OR face-to-face

    _____   online OR face-to-face

Does this course have any cross listings with another department? Yes OR No

    If yes, which department and which course number:

Name of the faculty member(s) who will be creating the course:

    Has this person taught an online course before? Yes OR No

    Has this person developed an online course before? Yes OR No

    Has this person completed the Best Practices in Teaching Online training from CITR? Yes OR No

    Please explain the experiences the instructor has had to the questions answered above:

Justification and Curricular Fit:

Describe the course including course objectives and assessment plan. (attach the current course syllabus)

How does development of this course into an online course fit into the overall mission for the program and/or department and provide greater access to individuals who are time and location bound?

What instructional strategies are currently being utilized in the classroom delivery of this course?

How do you envision the course educational objectives will be met and the instructional strategies will be delivered when the course changes to an online modality? Will the majority of the activities be synchronous or asynchronous?

Timeline and Compensation:

Semester the work is to be completed:

Compensation for faculty member(s):

     PAA point(s)

     ACE(s)

Conditions for Course Developmental Approval: (must check all)

_____ I agree to complete the CITR Best Practices in Teaching Online training either before I begin construction of the online course submitted in this proposal <u>OR</u> in conjunction with the construction of the online course submitted in this proposal.

_____ I have read and will comply with Western Illinois University's Intellectual Property Policy (http://www.wiu.edu/board_of_trustees/regulations/general.php).

_____ I agree that integration of publisher provided material can be supplemental, but must fit within University policy and online course standards and not be the only material used.

Applicant's signature:_____   Date: _____

Co-Applicant's signature:_____   Date: _____
(*if applicable*)

I have reviewed the proposal and additional information and approve of the development of this online course.

If course is cross-listed with another department, both department chair signatures are required.

Department Chair's signature:_____   Date:_____

Department Chair's signature:_____   Date:_____
(*if applicable)*

College Dean's signature:_____   Date:_____

Please note that Dawn Sweet and the IMM staff are available to provide limited assistance to faculty as they develop their online courses. Please contact Dawn (309) 298-1690 or via email DR-Sweet@wiu.edu to discuss the services that they can provide for you. The staff at CITR are also available for limited assistance.

September 2017

Western Illinois University Online Course Requirement Checklist

The following items are required in WesternOnline courses. The courses must meet and support the standards for University and accrediting policies and standards.

Course #:

Course Name:

Professor Name:

Course Syllabus/Course Overview Page:

✔	DESCRIPTION
	Pre-requisite and co-requisite course information is provided.
	Accessibility statement is provided with link to student assistance.
	All required course materials (books, software and media, etc.) are listed.
	Grading policies, a schedule and a list of graded assessments and course activities are provided. Instructor feedback statement is clearly articulated.
	Participation expectations are provided.
	A link is provided on WIU's Policy on Academic Integrity (http://www.wiu.edu/policies/acintegrity.php) as well as the instructor's consequence statement of academic dishonesty.
	A link to student rights and responsibilities is provided (http://www.wiu.edu/Provost/students/).
	Course objectives/goals are clearly defined.
	Technical requirements such as special software, browser or plug-in requirements unique to this course are clearly communicated.

Course Home Page/Overview:

✔	DESCRIPTION
	Heading is branded with course title, course number, department, and college.
	The professor has inserted contact information.
	Instructor introduction is provided.

Course Content and Design, Delivery, and Assessment:

✔	DESCRIPTION
	Course content fulfills course descriptions/goals/objectives.
	Content is clear and easy to understand and navigate.
	Course content is grouped, modularized or clearly labeled to match the syllabus and/or course schedule.
To be completed by faculty	Content is original work and not plagiarized. Content does not infringe on the copyrights of others, or their intellectual property and/or is properly cited. _____ Faculty signature
	Instruction, assessments, and activities are aligned with the instructional objectives.
	Instructional materials are presented in an organized manner, easy to access, and intuitive to students.
	Course activities and assignments are structured for online access and electronic submission, using D2L tools whenever possible.
	Student assignment/assessment requirements are clearly defined.
	Assessments and graded activities are consistent with the course syllabus and represent adequate and valid measures of student achievement. Procedures and policies for online assessments, such as quizzes and exams, are clearly defined. This definition should include dates of accessibility and duration.
	Course includes a variety of visual, textual, auditory, interactive and/or field activities to enhance student learning.

Course Communication:

✔	DESCRIPTION
	Instructor is encouraged to communicate throughout the course with students using D2L tools, such as News or Discussions.
	Private instructor-student communication is available (e.g., email).
	Expected levels of communication and participation are clearly defined or a grading rubric is provided.
	Appropriate group communication activities/tools are encouraged (student to student/ student to professor (e.g., email, discussions, chats, blogs, etc.)

Other:

✔	DESCRIPTION
	A schedule or a course calendar are included reflecting due dates.
	Course links students to WIU's anonymous semester-end evaluation, or an alternative that is consistent with department criteria.
	Course meets IITAA accessibility standards (CAIT can assist).
	Student grade book is set up and grades are set to be released in a reasonable time. Individual grades are visible to students.
	Course has been tested on multiple platforms and web browsers.

Confirmed by:

CITR/CAIT Representative   **Date**

Department Chairperson   **Date**